NATIONAL PARK SERVICE GLOSSARY OF COMMONLY USED TERMS

UNITED STATES
DEPARTMENT OF THE INTERIOR
NATIONAL PARK SERVICE

NATIONAL PARK SERVICE GLOSSARY

OF

COMMONLY USED TERMS

AND

LIST OF COMMON ALPHABETICAL CONTRACTIONS

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FOREWORD

This glossary is one of the Handbooks supplementing the National Park Service Administrative Manual. In response to suggestions by Service personnel, pointing out the need for such a glossary, its preparation was undertaken with the following objectives in view:

1. To define or to clarify the meaning of commonly used terms which:

   a. Are peculiar to Service communication;

   b. Have meanings in Service or allied governmental usage that are not inherent in their generally accepted definitions; or

   c. In our use are assigned either broader or more limited meaning than they have in general use.

2. To indicate the preferred term in cases where more than one are used to designate the same thing.

3. To include those terms in general use by the Service as distinguished from technical and professional terms peculiar to individual branches of activity like fire control, engineering, architecture, land management, etc. Such technical terms, except for a few of the more commonly used ones, are not in this glossary. They are defined in the handbooks on the various activities or in other publications such as the Forest Service Glossary of Terms Used in Forest Fire Control.

4. To define only the meanings applicable to National Park Service usage. This glossary is not concerned with other, unrelated meanings or with dictionary definitions.

5. To provide a source of ready reference for the meaning of terms.

Definitions of the various categories of parks administered by the National Park Service are not in this glossary. See Part 4, Chapter 1, Organization Volume of the Administrative Manual for those definitions.

Position titles are also omitted, with a few exceptions. Transposed forms of two-word terms are not generally included. As a rule, terms will be found in alphabetical sequence according to the form in which they are used.

The purpose of this glossary is to improve clarity and accuracy in the exchange of thought in the National Park Service. It may be useful in training new employees. Future revisions will, no doubt, improve its scope and content.

REFERENCES AND OTHER GLOSSARIES

National Park Service Administrative Manual and Handbooks.
Terms relating to the specific subjects treated are explained and in some instances listed and defined.

Departmental Manual.
See especially Part 101, Chapter 1, Nomenclature.

Federal Personnel Manual.
Definitions appear in most sections. A supplement includes definitions of ungraded position job-titles.

Handbook on Occupational Groups and Classes of Series, Civil Service Commission.
Defines each occupational group and series established under the Federal position classification plan.

Glossary of Commonly Used Real Estate Terms, National Park Service Land Management Handbook, Section 1, Appendix 1.

Glossary of Property Management Terms, National Park Service Property Management Handbook.

Glossary of Terms Used in Forest Fire Control, Forest Service, Agriculture Handbook No. 104, for sale by Superintendent of Documents.

Forestry Terminology, Society of American Foresters, 1944.

DEFINITION OF TERMS

Accession. An addition to a museum collection as by a donation or a delivery from a research project. Also an addition to a library. To accession--to record the origin and date of acquisition of an accession, with sufficient descriptive data to identify it. This does not include numbering and cataloging of individual items.

Accommodations. Overnight lodgings for park visitors, including any accompanying facilities such as dining rooms, coffee shops, souvenir shops, stores, and lounges. See also, Camping accommodations.

Accountability. The obligation of an employee, agent or other person to give a satisfactory report of official use of Government assets. It implies safeguarding, proper use, and financial responsibility for Government property and funds assigned to or in the custody of such person.

Accounting. The art of recording, classifying, and summarizing in a significant manner and in terms of money, transactions and events which are, in part at least, of a financial character, and interpreting the results thereof.

Accrual basis (of accounting) or Accrual accounting. A method of accounting wherein financial transactions are recorded at the time the obligations or liabilities occur, rather than when actual payment or collection takes place. As used by the National Park Service, this term is modified to mean that revenue is recorded at the time the bill is prepared (regardless of when earned or collected) and expenses or capital acquisitions are recorded when the materials are received or services are performed (regardless of when payment is made).

Activity. 1. The work done to fulfill a function or carry out a program or a group of related programs each including a number of functions. The field of endeavor assigned to a Division in Service organization. 2. A park use by visitors; as, "winter activities." 3. As an appropriation and budget term; one of the programs or groups of programs provided for by an appropriation. These activities are designated by name and number; as, under the Management and Protection appropriation, Activity No. 1 is Management of Parks and Other Areas; Activity No. 2, Forestry and Fire Control, etc.

Adirondack shelter. A primitive shelter popular on the Appalachian Trail and elsewhere as a trailside or camping shelter. The end and rear walls are tightly built of logs or other rustic structural material, the front is open to the friendly warmth and light of the campfire. The roof slopes gently to the rear, and sharply to the front to give a protective overhang.

Administration. Management of finance, personnel matters, property and records, and other office and business type functions. In National Park Service usage, administration generally refers to the field of the Division of Administration as defined above, rather than to over-all management and direction. However, the meaning is broadened in certain of our usages, as in the title of the Administrative Manual which covers all Service activities.

Administrative aid. A group of Service positions, characteristically one responsible for performance of clerical and administrative (office) work in a small park organization. This is a non-supervisory position. ("Aid" derived from French "aide." The "e" is dropped in our official usage.)

Administrative assistant. A group of Service positions, characteristically one responsible for performance or supervision of administrative functions in a moderate sized park or office which does not operate its own field finance office. Where administrative work is of sufficient scope to require several employees, the unit is usually organized as a Division of Administration, under immediate supervision of the administrative assistant.

Administrative division. Informal designation of the Division of Administration, Service-wide or in any individual office.

Administrative manual. The basic element of the National Park Service Directives System; a manual defining, for all employees, our primary purpose, our legislative authority, and the organization of the Service. The basic volumes of the manual are supplemented by handbooks of detailed procedural and technical instructions.

Administrative officer. A group of Service positions, characteristically one in charge of the Division of Administration in a National Park Service office which carries on all functions as defined under "administration", including operation of a field finance office.

Adverse use. Any use of a park or its resources which conflicts with the purpose for which the park was established. Adverse use is not as strong a term as "misuse" and does not necessarily refer to flagrant or seriously damaging departures from appropriate use. See Appropriate use, Misuse, Non-conforming use, and Park use.

Advisory Board. The Advisory Board on National Parks, Historic Sites, Buildings, and Monuments; established in accordance with the provisions of the Historic Sites Act of August 21, 1935, and consisting of not to exceed eleven persons appointed by the Secretary of the Interior. See also, HABS Advisory Board.

Allocation. 1. An amount set aside by an agency in a separate appropriation or fund account for the use of another agency in carrying out the purpose of an appropriation. 2. The distribution of a program; or of a budget, personnel, or similar ceiling; on a regional, area, or office basis. Also, as assigned share of a program, ceiling, etc.

Allotment. A formal administrative authorization to incur obligations within a specified amount pursuant to an appropriation or other statutory provision.

Allotment advice. The official documentation of an allotment, stating on a prescribed form the applicable appropriation, accounting symbols, and the amount and purpose of the allotment.

Amphitheater. An outdoor public seating facility in a park, provided primarily for evening programs, but more formal and usually larger than a campfire circle. The campfire is lacking or incidental, usually laterally placed, if present. An amphitheater has a typical theater seating and stage plan and usually, but not necessarily, includes a loudspeaker system and seating for more than 250 persons. A fixed projection booth, rather elaborate audio-visual and lighting installations, and backs for seats are typical.

Apportionment. A distribution, made by the Bureau of the Budget pursuant to a request by the Service, of an appropriation or fund account into amounts available for specified time periods, activities, functions, projects, objects, or combinations thereof. The best known application of apportionment relates to specified time periods and consists of the quarterly apportionments under which the Service appropriations are administered.

Approach road. Any of those roads leading to, but outside the boundaries of National Parks and Monuments, which are so designated by the Secretary of the Interior in accordance with provisions of the Act approved January 31, 1931 (46 Stat. 1053) to permit the Service to construct, improve, and if necessary, to maintain them. While in a popular and informal sense any road leading to a park may be spoken of as an approach road, the above is the definition of an approach road in an official and legal sense.

Appropriate use. Use in accordance with the purpose of a park as stated in basic legislation relating to it; in general, use that is related to appreciation and enjoyment of park values and is compatible with keeping the parks unimpaired for future use of the same type. See also, Adverse use, Misuse, Non-conforming use, and Park use.

Appropriation. An authorization by an Act of Congress to make payments out of the Treasury for specified purposes. Appropriations include:

One-year appropriations which are available for incurring obligations during a specified fiscal year--this is the proper term rather than "annual appropriation";

Multiple-year appropriations which are available for incurring obligations for a definite period in excess of one fiscal year;

No-year appropriations which are available for incurring obligations for an indefinite period of time;

Definite appropriations of which the amounts are stated in the appropriation act as specific sums of money;

Indefinite appropriations of which the amounts are not stated in the appropriation act as specific sums of money, but are determinable only at some future date, such as appropriations of all or part of the receipts from certain sources;

Permanent appropriations which are automatically made each year over a period of time by virtue of standing legislation without annual action by Congress;

Unexpired appropriations which are available for incurring obligations; and

Expired appropriations which are no longer available for obligation but are still available for disbursement to pay existing obligations.

Appropriation authorization. A statutory authorization for submission of a budget estimate for a specific purpose. No budget may be submitted without statutory authorization of the project or function which it covers.

Appropriation base. Amount of a current appropriation, less any nonrecurring items, covering operating programs; considered in the sense of a base to work from in requesting the following year's appropriation. For example, the 1960 fiscal year M&P appropriation, less nonrecurring items, constitutes the base for the 1961 fiscal year M&P budget estimate. Any amount in excess of the base must be justified as an appropriation increase.

Appropriation limitation. A restriction, established by law within an appropriation or other authorization or fund, which specifies the maximum amount which may be used for certain purposes. An example is the common limitation on the amount that may be expended for passenger-carrying vehicles from a National Park Service appropriation.

Archeologist. A group of Service positions requiring special education or professional training for interpretive or related work in the fields of archeology and anthropology.

Archeological parks. Parks established primarily because of their significance as to pre-Columbian American Indian cultures or other prehistoric cultures.

Architect. A group of Service positions concerned with the design and construction of buildings or with the preservation and restoration of historic buildings, and requiring professionally qualified employees in these fields.

Area. A part or section of a park distinguished by a special status, use, or characteristic, or by its relation to a feature; e.g., natural area, developed area, devastated area, Old Faithful Area. The term "area" was formerly used in referring to a park or any unit of the National Park System but the term "park" is prescribed for use in that sense wherever possible. See Park.

Areas administered by the National Park Service. The sum total of all parks, monuments and related units administered by the National Park Service, including the National Park System. Also, the title of a Service publication listing these units. (This is an approved exception, for obvious reasons, to the rule prescribing the term "park" for reference to units administered by the Service.)

Assembly room. A room, usually in a visitor center, where visitors gather for information, orientation, interpretive talks or to await the start of a conducted trip. An assembly room is usually smaller and less formal than an auditorium and is not necessarily equipped with seating facilities.

Assigned land. Government land officially designated for the use of a concessioner or permittee in connection with his authorized business in a park.

Attended contact. A statistical unit of interpretive service consisting of a particular interpretive service personally given by a park employee to a visitor. For example, interpretive information given a single visitor would count as one attended contact; a talk or conducted trip for say 50 visitors would count as 50 attended contacts. See Unattended contact, a related term.

Attended station. An interpretive term distinguishing a place or point of interest at which an employee is on duty to give interpretive information, from one which provides interpretation only through devices, exhibits, etc. See Unattended station, a related term.

Audio lectern. A unit comprising a portable reading desk with built in sound system.

Audio-station. A visitor-activated push-button, message repeater installation providing audio interpretation or information through a speaker or hand phones.

Audio-visual. (sound-sight) In Service usage this term relates to presentation, through electronic devices, of sound, pictures, or a combination of the two as the term implies.

Auditorium. A formal assembly hall in a park visitor center, provided for interpretive presentations to large groups of visitors. An auditorium has seating facilities usually for from one hundred to several hundred persons and is generally equipped with stage, screen, projection booth, etc.

AUM - Animal unit month. A statistical unit of livestock grazing or browsing, consisting of the equivalent of one animal's presence for one month on a given range or on pasture in a park. Wildlife grazing and browsing is usually difficult to compute in terms of AUM's and thus is more often expressed by carrying capacity in number of animals.

Authorized program. A construction or operating program which has been adjusted to appropriated or contract authorization amounts and limitations placed on the program by Congress and has received the approval of the Director. The annual programs and estimates submitted by parks and regional offices are proposed, tentative, or study programs until so adjusted and approved.

Automatic program. A mechanized presentation of pictures, sound, or pictures synchronized with sound, activated by the press of a button, with the equipment stopping at the end of the presentation in a position to repeat the presentation at the next press of the button.

Back country. A part or parts of a park beyond main developed use areas and generally not accessible to vehicular travel. Back country is characteristically of primitive or wilderness nature, of considerable dimensions, and accessible, if at all, only by horse or foot trails or in some cases by unimproved roads.

Barriers. A design and construction term referring to fences, stone walls, retaining walls, guard rails, etc.

Basic legislation. This term is most commonly used to designate the 1916 Act of Congress establishing the National Park Service and stating its functions, but also refers to other acts originating important policies or containing general authorities pursuant to which parks may be established and major endeavors undertaken by the Service; for example, the Antiquities Act, Historic Sites Act, Trust Fund Act, and the Park, Parkway and Recreational Area Study Act. The Yellowstone Act of 1872, though primarily concerned with basic legislation for that park, contains elements of basic legislation applicable to the entire National Park System.

Board of Survey. A committee appointed to investigate the circumstances of loss of, damage to, or destruction of property, and to fix responsibility for the loss, destruction or damage. Also one appointed to determine the condition or value of property; or to inspect and recommend proper disposition of unserviceable property.

Book value. In a broad sense, the value of anything as shown by the books of account of the business or agency owning it. A common Service usage in respect to concessioner or Government property relates to book value of fixed assets which means the cost or value of buildings, structures, equipment, etc., when acquired or when taken up on account books, less any subsequent depreciation charged off.

BPR (Bureau of Public Roads). The contraction is commonly used to indicate jobs upon which engineering and construction are handled by the Bureau of Public Roads for the National Park Service; as, BPR Roads, BPR Project.

BRC (Blister rust control) also WPBRC. An operating program directed toward the protection of five-needled or white pine species from white pine blister rust, a destructive fungus disease introduced from the old world.

Branch. A staff unit of National Park Service organization immediately below Division level. For example, the Division of Interpretation of the Washington Office includes the Branches of History, Information, Museums, Natural History, and Archeology.

Broadside. Not an approved term. See Informational booklet and Informational folder.

Browse. Parts of woody plants fed upon by herbivorous animals, as distinguished from grass and similar non-woody plants upon which animals "graze". To browse--to feed upon bushes, etc., rather than grass.

Budget year. The fiscal year for which a program, budget, or estimate under consideration is being prepared. In the annual estimates, for instance, figures are shown for the past, current (or program) year, and the budget year.

Building. For purposes of the building inventory any roofed structure (other than a tank or reservoir) designed for shelter, occupancy, or storage, and of sufficient size for normal human ingress and egress, is a building. In general Service terminology, however, a structure to qualify as a building rather than a shelter or shed is considered to have both walls and roof.

Camp. 1. An occupied campsite or camp space. 2. A place provided with camping facilities such as tents, buildings, or other accommodations for recreational or temporary use; e.g., a Boy Scout camp, CCC camp. "Camp" is not generally a synonym for "campground," though occasionally used as such by the Service, as in the term "group camp," or to indicate sections in a large complex of campgrounds, as Camp 7, Camp 14 (Yosemite), Camp 1, 2, 3, etc., (Kings Canyon).

Camper. Any occupant of a campsite, or camp space within a park, regardless of his mode of camping--whether it be in a tent, service trailer, trailer coach, station wagon, bus, Government-provided shelter or shelter cabin, or in the open with sleeping bag or other minimum equipment. Occupants of concessioner's accommodations, including sites in concessioner-operated trailer villages, are not considered campers.

Camper day. A statistical unit of park use, which consists of the passing of one night by one camper in a park. One camper day results in two visitor days; thus for any one camper, the number of visitor days is always one more than the number of camper days.

Campfire circle. An outdoor seating facility in a park, for campfire programs. It features a central campfire about which seats are arranged in a complete, three-quarter, or half, circle. The character of the true campfire circle is simple and without an electric amplifying system; though portable slide or movie equipment without a projection booth may be employed.

Campfire day. September 19, anniversary of the day in 1870 when, in a discussion around their evening campfire, a party exploring the Yellowstone region originated the National Park idea.

Campfire program. A simple, informal but dignified program lasting one hour or less, usually conducted by one naturalist or other uniformed Service employee in a campfire circle and generally featuring an interpretive talk with or without visual aids. "Campfire program" is the term approved in preference to campfire entertainment, lecture, evening campfire, etc. See Evening program.

Campfire talk. The featured talk, usually interpretive, at a campfire program. The term "lecture" should not be used.

Campground. (The facility formerly referred to as a "developed campground"). An area with an organized layout, having well defined roads, parking spaces, and campsites. Drinking water, and sanitary facilities including toilets and refuse containers are furnished on a community basis. Each campground has a designed capacity based on the number of campsites therein. See also, Camping area, Campsite, Group camp, Overflow camping, and Walk-in camping accommodations.

Campground ranger station. A control point for campground or camping area activity, located at the entrance to the campground or camping area. Its form may vary depending on the amount and kind of visitor use, hence it may be a registration booth, an office, a residence, or a combination office-residence.

Camping. For park management purposes, camping is defined as any overnight occupancy by visitors of facilities or space provided and maintained by the Government for such use, plus overflow usage. This definition excludes overnight occupancy of all concessioner-provided (paid) facilities and accommodations including tent houses and sites in concessioner operated trailer villages.

Camping accommodations. This is a general term applying to all areas authorized for camping.

Camping area. (The facility formerly referred to as an undeveloped campground or primitive campground.) An area (other than a campground) designated and regularly used for camping by individuals, families, and parties. Camping areas may be accessible by either road or trail. Facilities provided are minimum, generally being limited to access roads, basic sanitary facilities, and a limited number of fireplaces and tables. Trailside camping places in the back country also fall within this category and shelters of either the Adirondack or fully enclosed type may be provided. Each camping area has an assigned, as differentiated from designed, capacity based on the number of camp spaces therein.

Campsite. A clearly marked plot or location within a campground which provides accommodations for camping by an individual, family, or party. A typical campsite would include a parking spur or parking space, fireplace, table and bench combination, and a tent space; however, in the case of a walk-in campground or walk-in section of a campground, the parking space is provided but not as an integral part of each campsite.

Camp space. The space in a camping area normally occupied by an individual, family, or party.

Capital program. A program the accomplishment of which produces a physical improvement asset; i.e., a construction or development program (vs. operating program). Includes all Service programs financed under the Construction and Construction (Liquidation of Contract Authorization) appropriations.

Caravan or Auto caravan. A conducted trip, usually interpretive, upon which visitors use their cars for transportation.

Career. 1. A field for, or pursuit of, consecutive progressive achievement, especially in public, professional, or business life. 2. In Federal employment terminology--a lifetime's work, or a long-term occupancy of a permanent position in the Federal service. Career employee--one who has completed 3 years of career conditional service.

Career development. A planned and orderly system designed to help employees progress in the Service; to advance to greater achievement in their contributions to society.

Certifying officer. An individual designated in writing to certify vouchers for payment by the Treasury disbursing officers or their agents.

Checking station. This term, formerly used to designate a park entrance station, is no longer approved for use in that sense. See Entrance station.

Circulation system. The road, trail, street, walk, waterway, etc., system in a park, by which visitor traffic flows through the park or a given area.

Classification. As a personnel term--assignment of positions to proper title, series, and grades in accordance with approved standards and legal requirements.

Classified (position or employee). One assigned to a grade (GS-1 - 18) in the classified (graded) federal service, thus fixing compensation at a specified level. Applicable to management, administrative, clerical, technical, and professional fields.

Clearing account. An account used as an accounting convenience to accumulate charges or credits for later distribution, usually periodically, to other accounts to which the charges or credits properly apply.

Collaborator. A person appointed to advise or assist the Service on a gratuitous basis; that is, without salary. Collaborator appointments are usually limited to scientists, specialists, etc., and are often made to permit qualified persons to carry on research, scientific collecting, and similar activities in the parks, which are limited by law to Government employees. Collaborators may be reimbursed by the Service for expenses incurred in doing work for the Service.

Comfort station. The approved National Park Service term for a public toilet when located by itself and not incorporated as a service feature in a building primarily for other purposes. In official communications, development terminology, etc., only a modern toilet facility is designated as a comfort station; pit and chemical toilets, etc., being referred to by their specific types. However, directional signs may refer to any type of toilet facility as a comfort station. See Restrooms.

Communications. 1. As a field and development term--the telephone and radio communication systems used in a park. 2. As an administrative and organizational term--the movement of ideas or concepts from one person or group to another. This meaning includes letters, memoranda, reports, directives, meetings, discussion, etc.--the means by which the work of an organization is coordinated.

Community building. A building provided for social gatherings and meetings of park employees, local groups, and visitors. Community buildings primarily for visitor use have been limited to a few parks or locations in parks where climatic conditions frequently rendered outdoor campfire programs or other outdoor activities impractical, and as a park visitor use facility they have now been generally supplanted by the "visitor center" equipped with an assembly room or auditorium.

Community hall. A hall, rather than an entire building, serving the same purpose as a community building. This term is preferable to the term "recreation hall" which is more likely to be misconstrued as indicating an unnecessary or inappropriate development in a park.

Concession. 1. An authorization granted by the National Park Service to a commercial enterprise to operate, within a park or parks, facilities and services which are needed by park visitors for their reasonable use and enjoyment of the parks, but which are not supplied by the Government. 2. The business enterprise itself. A concession authorizes transaction of business with the visiting public. Authorizations granted to enterprises such as utility companies, suppliers, etc., to operate in the parks but to deal with concessioners or the Service, rather than directly with visitors, are supply or service contracts or authorizations, not concessions.

Concession contract. A formal contract entered into by the National Park Service, granting a commercial enterprise the right to operate visitor services in a park or parks for a period of not to exceed 30 years. A concession contract, as distinguished from a revocable concession permit, is entered into when one or more of the following are to be granted: (1) preferential rights, (2) possessory interest in real property, (3) security of tenure, which means that the authorization is terminable only for cause rather than revocable in the discretion of the issuing officer.

Concessioner. The holder (individual or company) of a concession contract, also, in common usage, the holder of a revocable concession permit (in legal and formal language the holder of a concession permit rather than contract, is referred to as the Permittee). The French spelling "concessionaire" is not to be used.

Concessioner improvements. A concessions management term referring to those physical improvements (usually buildings, fixed equipment, etc.) which are provided by the concessioner for a visitor use development cooperatively installed or owned by the concessioner and the Government. See Government improvements, a related term.

Concurrent jurisdiction. The type of jurisdiction over a park resulting from cession by the State to the United States of certain limited regulatory or controlling power which would be outside the United States' authority under proprietary jurisdiction alone. See NPS Law Enforcement Manual, Chapter 2, Sec. 2, for full definition. See also, Jurisdiction, Proprietary jurisdiction, and Exclusive jurisdiction.

Conducted trip. A guided tour or walk upon which a group of visitors is led by a park employee. Conducted trip is the approved general term for such specific interpretive services as nature walks, cave trips, auto caravans, boat trips, etc.

Confidential. Designation of official information which requires protection in the interest of national defense. Non-defense information which needs to be protected should carry a designation of "For official use only."

Conservation (park). Those measures of park management directed toward perpetuating park resources unimpaired for the enjoyment of present and future generations. In Service usage, conservation is inclusive of preservation and provision for appropriate use. See Preservation and Appropriate use.

Contact. 1. Any meeting between a National Park Service employee in line of duty and a park visitor or other person, which involves communication. 2. A communication of pertinent park or Service information by an interpretive or informational device or exhibit (see Unattended contact). Number of contacts is one of the measures by which volume of work in a park or a division of Service activity is gauged.

Contact station. A term formerly used to designate any station where Service employees meet the public for informational and interpretive purposes, etc. Its use is no longer favored because it lacks implication of a justifiable purpose. The same can be said of the term "public contact."

Contingency reserve. A percentage added to a budget, estimate, or allotment, and withheld to defray unpredictable expenses, unavoidable overruns, etc. Washington and Regional contingency reserves are, in effect, an internally handled insurance policy for the parks.

Contract authorization. A statutory authorization under which contracts or other obligations may be entered into prior to an appropriation of cash for the payment thereof. It is a device to facilitate financing of large, long-term construction projects. Under this method, only the funds actually expended on the projects need be covered by appropriations in any given year, though far larger amounts may have been obligated by contract awards. A practical application to the National Park Service is the Roads and Trails and Parkways programs carried on under the authority of the Federal Aid Highway Act as amended; funding for which is provided under the appropriation entitled: Construction (Liquidation of Contract Authorization).

Cooperating associations. Non-profit scientific or historical societies engaged in educational (interpretive) work in the parks. They are organized and managed by Service personnel, as authorized by law, and their major activity is usually publication and sale of interpretive booklets, etc., not otherwise available to the public.

Cooperator. An agency, organization, or individual who assists or participates in endeavors with the National Park Service through mutual agreement but is neither employed nor in the status of a contractor, concessioner, or collaborator.

Coordinating Superintendent. A park superintendent who exercises general supervision over another park which has a superintendent or acting superintendent. A superintendent with jurisdiction over two or more parks without superintendents other than himself is the superintendent of each and all the parks he supervises and is not designated a coordinating superintendent.

Cover type. The type of vegetation or plant society in a given area, described by dominant species, age, and form; as, grassland, pine-fir forest, oak woodland, fir reproduction, mixed brush, pinyon-juniper, etc. Designation by cover type provides a means of identifying, classifying, or grouping land areas according to type of plant cover they support; which is useful in land management, fire control, and for other conservation purposes.

Damage. Any destruction, disturbance or change in a park that diminishes its park values and lessens its usefulness for understanding and enjoyment by the people and for their inspiration and recreation. (Not used in the sense of lessening the commercial value of the resources, as board feet of timber burned in a fire, etc.)

Day camping. A type of use common in recreation areas near centers of population, and in a few parks similarly located. Families or groups occupy a campsite or camping facility for the day only, cook and eat meals in the camp and use it as a base for hiking or other recreation. A use not entirely distinct from picnicking, but generally involving use of a site over a longer period during the day, full scale cooking of camp meals, etc.

Day labor. The method of accomplishing a development project or any job wherein the Service furnishes or hires the labor and manages the work instead of letting the job out to a contractor. The term is most commonly used with specific application to construction projects, though it is sometimes used to distinguish maintenance or operational jobs accomplished directly by National Park Service forces from those let to contractors. (Supersedes the formerly used term "force account.")

Day use. Visitor entry or activity in a park, or given section of a park, that does not involve staying overnight.

Day-use area. A park, developed area, or any section of a park wherein no overnight accommodations are provided and visitors are not permitted to stay overnight.

D&C (Design and Construction). A major staff division of the National Park Service, whose field is the design and construction of park improvements.

Deferred construction project. A project which has been included in an authorized fiscal year program but which, from shortage of funds or for other reasons, must be held over for inclusion in the following or a future year's program.

Delegation of authority. See DO.

Deleted construction project. A project that has been proposed and carried in development programs but later dropped with no thought of reinstatement in future programs.

DESIGN Sheet. See Park Practice

Developed area. A place in a park where physical improvements for visitor use and/or Service functions are concentrated. A developed area has an appreciable number and usually a variety of improvements such as buildings, utilities, parking areas, etc. Minor developments and single purpose improvements away from developed areas are classed as stations or designated according to their specific use or type; and for program purposes, etc., are grouped as "Outlying areas."

Development. Installation of physical improvements in a park as required directly or indirectly for visitor use or for preservation and protection. Removal of inappropriate or unnecessary installations and restoration of the natural or historical scene may be included in development.

Development outline. A term which formerly designated the narrative portion of the master plan, but which is rendered obsolete by the master plan format revision approved in 1959.

Development program. A statement and listing of the proposed physical improvements for a park, region, or the System as a whole; considered on a term basis or all inclusive to ultimate development; e.g., MISSION 66 Development Program, Yellowstone Development Program. Yearly (fiscal year) lists of development projects proposed or authorized are referred to as construction programs, fiscal year programs, or simply programs.

Development schedule. A stage development program in which projects are arranged or grouped in sequence (as by fiscal years) or priority of proposed accomplishment. A time-phased program.

Diorama. An interpretive exhibit consisting of modeled figures usually in miniature in a three-dimensional setting which merges into a curved painted background. A diorama employs perspective and is viewed from the front only. Habitat groups employing mounted animals and ethnic groups of life-size figures may also be equipped with settings and backgrounds as described above and thus become essentially dioramas.

Directives system. The means to provide effective communication of formal instructions and related information throughout the Service. It consists of the National Park Service Administrative Manual, the Handbooks, and the General Memoranda.

District. One of the sections or defined portions into which a large park is divided for management purposes.

District ranger. The park ranger in charge of a district and responsible for direct supervision or coordination of all National Park Service activities within the district.

Division. A top-level staff unit of National Park Service organization in a park, regional office, or the Washington Office.

DO - Delegation (of authority) Order. A formal numbered memorandum or order assigning specified authorities to a lower echelon. DO's to regional directors or superintendents usually delegate general authority, stating specifically the exceptions reserved for approval at higher level rather than the detailed authorities delegated. Formal delegations of authority, as defined above, are pursuant to statutory authority granted to make such delegations and require publication in the Federal Register to establish their legality. To avoid confusion, delegations of authority not requiring legal documentation should be referred to as assignments.

Drawing. The general term for maps and graphic plans prepared for Service use. The various types of drawings are listed and defined in handbooks on the preparation of master plans and construction drawings. See Map and Plan.

Duplex. A building which includes two family units of employee housing. A double (duplex) house.

Emergency operations (EO). Activities carried out by the Service during a state of civil emergency (civil defense), either actual or for training, for the purpose of saving or safeguarding human life and to continue essential functions to insure continuity of Government.

Employee development. All activities, on or off the job, which contribute to employee growth and thus to the employee's value to the Service. This is a broad concept involving growth through off-hours, self-development activities plus work-day happenings of all kinds.

Encroachment. Intrusion of development, use, or exploitation, which damages or alters park features or values. This term is most often used in connection with developments or uses not fully in keeping with the precepts of preservation and appropriate use governing the National Park System.

Engineer. A group of Service positions requiring employees qualified for professional work involved in utilitarian design, construction, operation and maintenance of park development.

Engineers' estimate. Probable cost of a construction project as forecast by competent technical personnel on the basis of careful calculations. Commonly used in gauging the propriety of contractors' bid prices.

Entrance station. The approved term, replacing the formerly used term "checking station," for an installation at a park entrance where fees are collected, information given to visitors, etc.

EODC (Eastern Office of Design and Construction). The National Park Service office located in Philadelphia, which handles plans, surveys, and supervision of construction projects in parks of the eastern United States, including those in the tier of states on the west side of and bordering on the Mississippi River.

Equipment. Personal property of durable nature which retains its identity throughout its useful life. Frequently, for supply management purposes, items of small monetary cost are not classified as "equipment" even if durable (hand tools, etc.) See Glossary of Property Management Terms for definitions of various types of equipment.

Esthetic values. The finer intangible and cultural park values as distinguished from material and economic values. Scenic beauty, inspirational values, the opportunity to see and appreciate nature, are esthetic; the benefits of fresh air, sunshine, and a good place to camp, are more material.

Estimates. The annually submitted budget estimates with supporting data, exhibits, justifications, etc.

Evening program. A program which is somewhat more formal than a campfire program, which may last more than an hour, and is held either in an outdoor amphitheater or indoors. An evening program is usually conducted by two or more persons, such as master of ceremonies, projectionist, one or more rangers, song leader, and interpretive speaker.

Exclosure. A plot fenced to keep out or exclude certain animals, and in some cases, supplemented by eradication or other measures, to exclude certain plants as well. Exclosures are often required in research concerning the effect of certain organisms on the natural environment and in making forestry and wildlife studies.

Exclusive jurisdiction. The broadest type of jurisdiction over a park that may be vested in the United States; resulting in most cases from cession, to the United States, by the State of its sovereignty (usually with a few minor exceptions). See NPS Law Enforcement Manual, Chapter 2, Sec. 2, for full definition. See also, Jurisdiction, Proprietary jurisdiction, and Concurrent jurisdiction.

Exhibit. The term approved in preference to "display" for museum or wayside presentations of artifacts, dioramas, or other interpretive material. See Wayside exhibit.

Exhibit in place. An interpretive exhibit consisting of an actual feature in its original location accompanied by interpretive data. It often includes improvements to facilitate and enhance its presentation to park visitors.

Exotic. 1. A plant or animal, not native to the site, that has been introduced or has otherwise become established within a park. 2. Anything foreign to or not in keeping with the natural or historical scene or theme of a park. An intrusion.

Expenditure. The payment of cash or, where accounting is on the accrual basis, the incurrence of a liability for the purpose of acquiring an asset, goods, or services, or settling a loss.

Experiences. The sum total of the many things a visitor does, his impressions, new concepts, emotional reactions and responses which contribute to the values of a visit to a park.

Facilitating services. Common administrative services, such as fiscal, personnel, procurement, mails and files, etc., performed in a field finance office, the cost of which, for budgeting and accounting convenience, is accumulated in a single account for later distribution to the activities benefitted.

Facilities. Improvements and other material things provided for the use, accommodation, and convenience of park visitors or for the use of Service personnel in carrying out their work. Usages are indicated by the following common expressions: facilities and services, visitor-use facilities, service facilities, concession facilities, structures and facilities (in this last expression, "facilities" refers to those that are non-structural such as campgrounds, roads, trails, and utilities).

Feral. The state of a normally domestic animal gone wild; for example, the feral (wild) goats of Hawaii National Park and burros of Death Valley National Monument.

F&FC (Forestry and Fire Control). An appropriation term referring to an operating program in these fields, which is provided for under the Management and Protection appropriation. The main items covered are fire presuppression, suppression and prevention. Forest pest control projects are provided for by other special funds.

FFO (Field Finance Office) memoranda. A numbered series of general memoranda of concern to field finance offices; an element of the Directives System. See General memoranda.

Field. 1. In Washington Office usage: all Service installations outside the Washington Office. The two museum laboratories and the Eastern and Western Design and Construction offices are considered parts of the Washington Office, but are field offices of the Washington Office. National Capital Parks and the regional offices are field offices. 2. In regional office usage the term "field" includes everything in lower eschelon and outside a regional office. 3. Anywhere away from an employee's official duty station or home office that he may go on official business.

Field committees. Departmental committees, set up in designated field committee regions of the country, to facilitate coordination of Interior Department field programs which involve two or more bureaus. Each field committee consists of a regional director or other ranking regional official from each bureau that conducts operations within the field committee area.

Field finance office (FFO). A complete accounting entity having responsibility for financial management for all parks and offices served by it.

Field office. Any Service office outside the Washington Office.

Field personnel office (FPO). A field office with delegated recruitment and appointing authority up to a specified grade, and with the responsibility of maintaining the personnel records involved.

Fire atlas. The graphic portion of the fire control plan for a park, consisting of maps showing fire control facilities, cover types, hazard and travel time zones, forest fire occurrence, etc.

Fire control. All activities directed toward protection of the parks from fires of all kinds and from all causes. Fire control includes the three sub-activities or functions of fire prevention, presuppression and suppression.

Fire control aid (aide). The position title of employees, usually seasonal, employed specifically for fire control jobs such as lookout, smoke chaser, or standby suppression crew member. Replaces the old title of "Fireguard." (The French spelling "aide" is no longer used.)

Fire dispatcher. An employee who receives reports of discovery and status of fires, confirms their location, takes action promptly to provide the men and equipment likely to be needed for suppression, and sends them to the proper place.

Fire presuppression. Activities in advance of fire occurrence to insure effective suppression action. Includes recruiting and training, planning the organization, maintaining fire equipment and fire control improvements, and procuring supplies and equipment.

Fixed assets. Property owned by the Service or a concessioner, of a relatively permanent nature, such as land, buildings, structures and facilities, and equipment, used in the operation of a program or of the business. Fixed assets do not include supplies, merchandise for sale, cash, securities, etc.

FO (Field office) memoranda. A series of numbered general memoranda of concern to field offices (also the Washington Office); an element of the Directives System. The subject of an FO memorandum may be anything requiring a directive of general and continuing effect except a formal delegation of authority or a matter of concern only to field finance offices or field personnel offices. See General memoranda.

Force account. A term used by the Bureau of Public Roads to indicate funds provided for accomplishment of a project with their own (day labor) forces, or in referring to the project itself as distinguished from a job let out on contract. Usages are illustrated by the following common expressions: "Force account funds," "Force account job." "Day labor" is the approved National Park Service term with approximately similar meaning.

Forest. The proper term, rather than "timber," for tree cover in a park, as park forests are not managed or cropped commercially but are preserved for their park values. See Timber.

Forester. A group of Service positions involving substantially full-time professional park forestry work. Forestry in the National Parks concerns conservation of the natural environment and protection of park values--not management of forests for commercial purposes. The positions require employees who have been educated in forestry at a recognized forestry school or its equivalent.

FPC (Forest pest control). An appropriation term referring to an operating program directed toward protection of forests from serious damage or destruction by insects or plant diseases. In the parks this program is carried on by the Service with the assistance of the Division of Forest Insect Research and the Division of Forest Disease Research of the U. S. Forest Service. FPC funds cover all types of forest insect and disease control except white pine blister rust control, financed by a separate appropriation.

FPO (Field personnel office) memoranda. A numbered series of general memoranda in the Directives System, pertaining to personnel matters. See General memoranda.

Franchise fee. The fee paid to the Government by a concessioner for the privilege of conducting business in a park. The amount of the franchise fee, usually assessed annually, is stated in the concession contract or permit and may consist of a flat fee, a percentage of gross receipts or net profits, or a combination of two or more elements. The franchise fee generally covers the use of assigned land, but additional charges are made for utilities or any other facilities and services furnished the concessioner by the Government.

Function (vs. program, activity). A job to be done; one of the functions in one of the programs carried on by an activity; e.g., fire fighting is a function of the fire control program which is included in Ranger Activities. This Service usage assumes these three terms to have similar meaning but different scope. No precise scope or level, uniform throughout Service operations, can be assigned to any of these broad terms. See Activity and Program.

Game. A term not to be used in reference to park wildlife, as it implies animals or birds available for hunting.

Garbage. The term approved by the U. S. Public Health Service for non-liquid putrescible waste resulting from the preparation and serving of food. See Refuse and Rubbish, related terms of different meaning.

General regulations. Regulations applicable to all the parks as distinguished from those applicable only to one particular park, which are "special regulations." The terms General and Special regulations refer to National Park Service regulations with legal effect, rather than to administrative regulations such as uniform regulations.

General memoranda. The third element of the Directives System, comprised of the following: 1. Numbered series of general memoranda (DO, FO, FPO, FFO, and WO) issued in emergencies due to deadlines, etc. They must be converted promptly to manual or handbook material. 2. Informational general memoranda which may be destroyed after reading or after action called for is completed.

Government improvements. A concessions management term referring to those physical improvements (usually roads, walks, utility mains, etc.) which are provided by the Government for a visitor-use development cooperatively installed or owned by the Government and a concessioner. See Concessioner improvements, a related term.

Grazing. In a broad sense, the feeding of domestic or wild animals upon any kind of growing vegetation. For instance, a grazing permit covers both browsing and grazing. However, grazing has a more limited meaning in certain usages, as in referring to grazing animals (plains animals, such as buffalo, subsisting mainly on grass); distinguished from browsing animals (deer, etc., preferring forest habitat and feeding largely on woody plants). See Browse.

GRIST. See Park Practice.

Group camp. An area designated for use by organizational groups such as Boy Scouts, school groups, or other large parties. It is characteristically comprised of one or more group sites or spaces each of which is provided with a large fireplace, sanitary facilities, several tables, and parking space for busses or a number of cars. Capacity of group camps is rated on basis of number of group sites or spaces within the camp and the number of persons each can normally accommodate. See Campground, Camping area, Campsite, and Camp space.

GS (General Service). Generic term for the classified (graded) positions in the Federal Civil Service.

Guided trip, tour, walk, etc. See Conducted trip, the approved term.

GUIDELINE sheet. See Park Practice.

Guidelines. Policy and procedural instructions and controls; for example, those issued in connection with delegation of authority.

HABS. The Historic American Buildings Survey operating under a tri-partite agreement between the American Institute of Architects, the Library of Congress, and the National Park Service. This is a national plan for making and preserving records of existing structures of architectural and historical significance in the United States and its possessions.

HABS Advisory Board. A board composed of scholars eminent in the fields of history and architecture. It consists of nine members selected by National Park Service and Interior Department officials in collaboration with the national officers of the American Institute of Architects, and appointed by the Secretary of the Interior to serve 6-year terms. The chairman of the Committee for the Preservation of Historic Buildings of the AIA, and the Librarian of Congress serve as ex officio members of the board.

Handbooks (NPS administrative and technical). Instructions and information necessary to accomplishment of specific jobs, compiled in convenient form for ready reference and for orientation and training purposes. These handbooks supplement the National Park Service Administrative Manual and form an important element of the Directives System.

Hand phone. A receiver to be held in the hand for individual listening at an audio-station.

Headquarters. See Park headquarters.

High country. Mountainous sections of a park that may or may not be away from motor roads and other development.

Historian. A group of Service positions requiring special education in history for interpretive and related work in that field.

Historic. Constituting history or famous in history. A historic site, structure, or event is something noted in history as and for what it actually is or was--not a thing designated, erected, or done in commemoration.

Historical. Based on history or pertaining to history but not important in history as and for what it is. For instance, a historical park is not important in history as a park, but because of historic objects or sites it contains or events it commemorates. Also, a monument erected to mark or memorialize something in history, is historical, not historic unless it becomes so through lapse of time or as a result of subsequent events relating to it.

Historical handbook. A publication summarizing the historical story and significance of a park in popular style for the use of visitors. A self-guiding section and other information of interest to park visitors may be included. Historical handbooks are prepared by the National Park Service, published by the Government Printing Office, and made available to the public at reasonable cost.

Historical parks (areas). A broad type-class composed of all parks established primarily on account of their historical significance. Included are the National Historical Parks, National Military Parks, National Memorial Parks, National Battlefield Parks, National Battlefield Sites, National Historic Sites, National Memorials, National Cemeteries, National Monuments of primarily historical significance, and historical units of the National Capital Parks. According to this unofficial classification system, used in travel trend studies, and management interpretive and development planning, parks other than historical are often considered in two classes expressed as Scenic and Scientific parks and Archeological parks. Miscellaneous other classifications of parks are used according to various concepts and purposes, for example: natural, wilderness, colonial, Civil War, eastern, western.

Historical theme. A significant phase or epoch in history, having a dominant characteristic and a special bearing upon the development of our Nation or upon some facet of our civilization. For purposes of the Historic Sites Survey, National Park System Planning, and historical interpretation of the parks, 21 main themes and numerous sub-themes are ascribed to American History. The following examples give an idea of the subject of these themes: Spanish Exploration and Settlement, Development of the English Colonies, The War for Independence, Westward Expansion (various phases). Phases in the development of American Indian cultures, both historic and prehistoric, are also included.

History. That field of knowledge concerned with the recording and interpretation of human experience in the past. A major branch of the National Park Service program, concerned with the preservation of historical features of the parks and the interpretation of these features. In Service organization, the field of the Branch of History of the Division of Interpretation.

Honor camping. A term referring to a type of camping management, usually in remote areas, wherein campers are placed on their honor to keep camping facilities clean and in good condition, dispose of refuse properly, etc.--in other words, given the responsibility themselves for care, operation and upkeep, so far as possible, of campgrounds or camping areas used. This is a management device to reduce the load of campground maintenance, patrol and supervision work, to give better protection to outlying areas, and to give those who want to get away from the crowds an opportunity to do so. A camping permit or fire permit system is usually necessary to its effectiveness. A campground so administered may be termed an "honor campground."

Housetrailers. See Trailer Coaches.

Incentive award. A management tool used (a) to improve operations and individual performance and (b) to recognize outstanding work. It may be a cash award, an honor award, or both.

Inclosure. A fenced plot as to inclose certain plants or animals for study or appropriate management purposes.

Index number. As a Project Construction Program term, the number assigned to a development project to identify it in programs, priority lists and correspondence, and on PCP proposals. It consists of a letter indicating the class of project and a number identifying the particular project in that class. Each park uses its own consecutive numbering series.

Indoctrination. Giving to employees or prospective employees an understanding of the principles, philosophy, and tradition governing the Service. Orientation, training, and instruction are better terms, free of the questionable implications that may be attached to the term "indoctrination."

Information. General, factual, directional, and regulatory information; not wholly or primarily directed toward interpretation, though interpretive information may be included or combined as in an Informational booklet. Meaning and distinctions are further shown by the common expression: "information and interpretation."

Information exhibit. An exhibit which has the primary purpose of conveying general, directional, or utilitarian information, rather than interpretive information to park visitors.

Information station. A station which has the primary purpose of dispensing general, rather than interpretive, information.

Informational booklet. The approved term for the National Park Service publication giving general information on a park, when it is published in booklet form. See also, Park booklet.

Informational contact. See Contact and Information.

Informational folder. The approved term for the National Park Service publication giving general information on a park, when it is published in folder form. Informal and oral usage: Park folder.

Inholdings. Privately owned or otherwise alienated lands within the boundaries of a park.

Institute. A full-time training program ranging in duration from a few days to several weeks, utilizing various training methods and dealing with a limited or specific subject.

Interpretation. An activity which presents the inspirational, educational, and recreational values of the parks in such ways that visitors may derive the utmost in understanding, appreciation, and enjoyment from their experience.

Interpretive contacts. See Contact, Attended contact, Unattended contact.

Interpretive device. In a broad sense, any type of installation, short of a museum, that is designed to convey interpretive information. Thus, dioramas, exhibits, and interpretive signs and markers are interpretive devices. The term also serves a useful purpose as a designation for interpretive installations or contrivances that do not exactly qualify for classification in any other well-known category.

Interpretive marker. An interpretive device which indicates the site of a feature of interpretive interest. It may be a sign, a monument, a combination of both, or a simple marker. A common type of interpretive marker is the numbered stake on a self-guiding trail, indicating the site of a feature and referring to a paragraph in the leaflet published for the trail. Another is the historical marker, commonly a sign at a historic site.

Interpretive prospectus. A detailed descriptive study of the interpretive facilities and program needed to fulfill the Master Plan for a park. It provides data for exhibit plans and building plans, specific guidelines for study collections and publications, and coordination among the elements of the interpretive program.

Island parking. A type of parking arrangement now often employed in campground development in lieu of the formerly used parking spurs at campsites. It consists of short, pull-through parking drives, usually car and trailer length, separated from the main road by small, narrow islands of vegetation for screening and landscaping effect.

Jurisdiction. In a Service sense, the authority the United States (or the National Park Service as its agent) has, or may exercise, over a park. See NPS Law Enforcement Manual, Chapter 2, Sec. 1, for full definition. See also, Proprietary jurisdiction, Concurrent jurisdiction, and Exclusive jurisdiction.

Kiosk. A small, open or glass enclosed booth or building such as the fee-collection and information booth at a park entrance station.

Land acquisition program. This program is directed toward acquisition of inholdings and lands involved in park boundary adjustments, rather than addition of new units to the National Park System, which is in the province of National Park System Planning.

Landscape architect (Park Landscape Architect). One professionally trained in design of park development for pleasing and appropriate effect combined with practical layout. A group of Service positions.

Lecture. Not to be used in referring to talks given by Service personnel, whether formal or informal. See Talk, the approved term.

Litter. Refuse when scattered about, defacing the park scene.

Lookout. 1. A person designated to detect and report fires from a vantage point. 2. A lookout station.

Lunch area. A place where it is customary to halt for lunch on a long conducted trip, cave trip, or tour. Also, an area provided with tables at a place convenient for visitors to stop for lunch, but without the landscape qualities or spacious layout usually associated with a picnic ground or picnic area; for example, tables placed by a parking area or near a public building.

Major roads. A construction program term referring to all park roads and national parkways on which engineering and construction are handled by the Bureau of Public Roads for the National Park Service. Generally, major roads include the main entrance roads and arteries of the park circulation system. Other roads, such as campground, residential, developed area, and utility roads, engineered and built by the Service, are termed "minor roads." The "major-minor" classification of park roads should not be confused with the "primary-secondary" classification system which refers to type of use. Neither refers to road standards.

Management. Over-all direction and superintendence of activities, personnel, offices, parks, etc. The National Park Service and many other agencies employ the term "management" rather than "administration" to convey the meaning defined above.

Management development. A planned means of improving the present performance of supervisors, managers, and executives and (secondarily) to prepare men for the assumption of greater responsibility.

Management improvement. A program, directed by the Division of Management Research of the Department of the Interior, for the improvement of management and organization throughout the Department.

Management improvement committee. A standing committee in the Washington Office, and in each other Service office and park of sufficient size to warrant such a committee, appointed to promote and further the management improvement program.

Management inspection. A system of field inspections within bureaus which is called for by the Management Improvement Program of the Department of the Interior. The National Park Service implements this phase of the program by requiring (1) that an Assistant Director make management inspections in each region at least once each year, (2) that the Assistant Regional Director, Chief of Operations, or Administrative Officer inspect each park in the region at least once each year and that each of these officials inspect every park in the region at least every three years, and (3) that reports of management inspections in the regions be submitted to the Director through the Regional Director.

Management survey. A procedure of the National Park Service Management Improvement Program, consisting of a formal analysis and evaluation of all management activities at a park, and dealing with factual, operational, organizational, and managerial problems. A procedure comparable in the field of management and operation to an audit in the fiscal and financial field. The management survey is a tool of the Regional Director and is conducted by a regional office team, at his direction.

Man-day. The equivalent of the work of one employee for one day--a unit of measure of the amount of human effort or employment required to accomplish a project or operation.

Man-year. The equivalent of the work, or paid employment, of one employee for one year. With the 40-hour week, a man-year in the Federal service is conventionally figured to amount to 2,080 hours of paid employment including annual leave and holidays. The man-year is a unit of measure commonly used in budget estimates and employment statistics to express aggregate amounts of employment in various categories, particularly where seasonal or temporary employment is involved.

Manual. See National Park Service Manual.

Map. A graphic representation of a park, or any section of the earth's surface, which shows terrain, culture, and activities as they exist or as they have existed at a specified time or during a particular period in history but does not show proposed changes. A map prepared for Service use is a type of drawing which shows only factual data and thus does not require approval as does a graphic plan. See Drawing and Plan.

Master plan. A guiding plan, prepared in a specified format, for the preservation and use of a park. Included are narrative and graphic presentations describing the park's significance, purpose, resources and values, and the plans for its preservation, use, management, operation and development.

Meeting. A term that has come into use in lieu of the term "conference" which is somewhat pretentious and now often considered to imply an unnecessary activity.

Memorandum. An official written communication between Service employees or offices. Communications to parties outside the Service (except to certain other Government agencies) are not memoranda, but letters.

Message repeater. A device for reproducing sound from magnetic tape on a repetitive basis.

Minor roads. A construction program term referring to all park roads on which engineering is handled by the National Park Service rather than by the Bureau of Public Roads. See Major roads, a related term.

Miscellaneous. A development classification term used in the project construction program. It refers to such projects as grounds improvement, campsite development, fences, exhibits, and obliteration of obsolete structures, in other words, all projects that are not classed as roads, trails, buildings, or utilities or integral parts of them.

Mission. The basic purpose or significant contribution of a park, as summarized in a brief statement in the introduction to the Master Plan.

MISSION 66. A ten-year program planned to provide an adequate National Park System, properly developed, managed and protected, for the use and enjoyment of the American people. It was launched in 1956, with the planned completion date in 1966 on the golden anniversary of the establishment of the National Park Service.

Misuse. Any type of use which is inappropriate to the purpose for which a park was established and which impairs opportunity for park-visitor experience or damages primary resources of the park. See Adverse use, Appropriate use, Non-conforming use, and Park use.

Morale. State of employee satisfaction or dissatisfaction. According to recent research, it does not necessarily influence or relate to productivity. See Motivation.

Motivation. The will to do; basic to employee productivity.

Motor trail. The lowest class of unimproved road, a trace usually practical for travel only by four-wheel drive or other special type motor vehicles. Motor trails are inappropriate in the parks, as they invite promiscuous driving away from established roads with consequent damage to park values. See Truck trail.

Multiplex. A type of building, favored for seasonal employee housing, which includes several small apartments usually arranged somewhat in the style of a motel.

Museum. A building or room devoted primarily or exclusively to presenting, in comprehensible and interesting form, facts and ideas about the history or natural history of a park or a subject through an exhibition of original objects in logical relationship to one another and of graphic devices such as labels, models, dioramas, pictures, and maps. When a museum or museum exhibits are incorporated in a building housing other important visitor services and activities the entire installation is a "visitor center."

Museum catalogue. The master list or inventory of the exhibit and study items in the custody of a museum. In the National Park Service museum records system it consists of two card files, one arranged in sequence of the numbers applied to the individual items, the other a classification or subject file. Each card carries the number, description, significance, and location of an item, as well as accession data.

Museum laboratory. A central shop for the preparation and construction of exhibits for park museums and other interpretive installations, rehabilitation of historic objects to be exhibited, etc. The Service operates the Eastern and Western Museum Laboratories, which are located respectively in Washington, D. C. and San Francisco, California.

Museum prospectus. This term is now generally replaced in Service usage by the term "interpretive prospectus."

National Capital Parks. Those parks, parkways, historic sites, a part of the Chesapeake and Ohio Canal, national monuments, and memorials located in or near Washington, D. C., designed to enhance the attractiveness, contribute to the dignity, and promote public appreciation of the Nation's Capital. Additions are made to the National Capital Parks by resolutions of the National Capital Planning Commission pursuant to authority granted by the Act of Congress approved on April 30, 1936 (44 Stat. 374). The National Capital Parks system is a unit of the National Park System but not assigned to any region, the Superintendent reporting directly to the Director of the National Park Service.

National Park Service. The Federal Government agency which administers the National Park System, the National Recreation Areas, and other Federal areas or projects related to parks, recreation, and conservation of recreation resources as may be assigned. It was created for this purpose, as a bureau of the United States Department of the Interior, by Act of Congress approved on August 25, 1916.

National Park Service Manual. See Administrative Manual.

National Park System. The sum total of all federally owned areas administered by the National Park Service (excepting the reservoir recreation areas administered under cooperative agreements with other agencies), constituting an organized and mutually complementing system.

National Park System Plan. A plan directed toward building a National Park System complete and balanced in its inclusion of nationally significant parks and sites of scenic, natural, scientific, historical, and archeological interest.

National Park System Planning. A National Park Service program, conducted by the Branch of National Park System Planning of the Division of Recreation Resource Planning, which aims to achieve a well-rounded National Park System of fully qualified parks adequate for the Nation's need, adequate park boundaries consistent with the needs and purpose in each case, and defense of the System from adverse exploitation and encroachment.

Native species. Any biological form indigenous to the natural environment in a park; i.e., living there and adapted through the long-term processes of nature.

Natural area. A unit of wildland containing one or more recognized forest cover types that will be preserved in an essentially natural, undisturbed condition indefinitely and have been so recognized and identified by the Natural Area Committee of the Society of American Foresters. Natural areas are generally 20 to 1,000 acres in size and are established to perpetuate these forest types for research and study. Natural areas have been established in several national parks and monuments.

Natural conditions. A state of things developed by processes independent of man and his works; as the original unspoiled and unaltered scene in a National Park. In this concept, man is referred to since his evolution from an aboriginal condition, as prior to that time he seldom made inordinate alterations upon his environment.

Natural environment. A composite of all the elements in a biological community that remains unchanged or undisturbed except for relationships and influences among and between the members of the community. Also, the natural habitat of an organism, including all the factors with which nature has endowed the habitat.

Natural history. A field of science dealing with understanding and appreciation of nature. A major branch of the National Park Service interpretive program, contributing to visitor appreciation and enjoyment of the parks through assembly and presentation of interesting data concerning the flora, wildlife, geological features, and other natural phenomena of the parks. In Service organization, the field of the Branch of Natural History of the Division of Interpretation.

Natural history handbook. A publication summarizing the natural history of a park in popular style for the use of visitors. A self-guiding section and other information of interest to park visitors may be included. Natural history handbooks are prepared by the National Park Service, published by the Government Printing Office, and made available to the public at reasonable cost.

Naturalist (Park Naturalist). A group of Service positions requiring employees educated in the natural sciences for interpretive and related work in the field of natural history.

Nature trail. A trail or walk specially routed or designated for conducted interpretive trips dealing with nature; or equipped as a self-guiding trail with devices which indicate and interpret natural features along its route.

Naturevan. A mobile interpretive field museum equipped with exhibits, projection facilities, etc. A naturevan is useful where interpretation facilities are required intermittently in varying locations as for special gatherings, or where concentrations of visitors are temporarily attracted by special features such as seasonal wildflower displays.

Nature walk. A conducted trip devoted to interpretation of natural phenomena. Nature walks are most commonly concerned with interpretation relating to life forms; plants, trees, and wildlife; but may also deal with geology and other branches of natural history.

No-year appropriation. See Appropriation, no-year.

Non-conforming use. Any use of a park, its lands, resources, or facilities, outside the purposes for which the park was established. While non-conforming use is usually conflicting or damaging in some respect, it is not necessarily so in all cases. See Adverse use, Appropriate use, Misuse, and Park use.

Noxious plant. Vegetation poisonous or irritating to people or animals. (Exotic and noxious are not synonymous.)

Obligation. An amount legally committed by an order, contract, or otherwise for a specific purpose which will require the expenditure of appropriated funds.

Observation station. A building designed for the shelter and convenience of park visitors while viewing a scenic panorama or feature from a location, as on a mountain top, where shelter from the elements is needed, and where appreciation of the view or subject calls for some time to be spent. An observation station is equipped with large windows overlooking the view, and usually with appropriate orientation and interpretive devices.

Observatory. A scientific institution placed in a location advantageous for the observation and study of some type of natural phenomena. A sample is the Hawaiian Volcano Observatory on the rim of Kilauea Crater in Hawaii National Park. The term "observatory" is also used in referring to a park observation station.

Obtrusive. Objectionably visible and detracting from the scene, as an obvious and poorly placed structure in a scenic portion of a park.

Office. As an organizational term--a major organizational segment having supervision over subordinate activities, projects or parks; e.g., Regional Office, Eastern and Western Offices of Design and Construction, Office of the Superintendent.

Opening balance sheet. A report of a concessioner's assets and liabilities, which is required at the beginning of operations under a new or renewal contract or permit.

Operating program. A program comprising a service or the operation and maintenance of a plant, the accomplishment of which does not produce a physical improvement asset. All Service programs financed under the Management and Protection, Maintenance and Rehabilitation of Physical Facilities, and the General Administrative Expenses appropriations are operating programs. The term also refers to the distribution to allotment accounts and by quarterly apportionments of a park's or office's annual operating funds, as worked out and set up on prescribed "operating program" forms. See Capital program, a related term referring to development.

Operations. National Park Service activities assigned to the organizational Division of Operations, including concessions management, lands, maintenance, and programs.

Organization chart. A graphic means of showing the major components of an organization and its lines of authority.

Orientation. The means or process of assisting park visitors to become aware of their relation to or location within a park and of the park's resources available for their use and enjoyment, as by orientation talks or orientation devices. Orientation has elements of and merges with, to some extent, both Information and Interpretation. Other common meanings, referring to geographical location, cardinal directions and identity of landmarks, and to grounding of new employees, are well known. (See Orientation devices).

Orientation devices. Facilities which graphically or mechanically assist the user to fix and to understand his location with respect to the important features of the park and to grasp the geographical relationships of these features to each other.

Orientation station. Either an attended station, manned for the primary purpose of orienting or directing visitors rather than of giving general information or interpretation; or more commonly, an unattended station equipped with orientation devices.

Outdoor theater. A place equipped with stage and accessories for presentation of drama, concerts, etc., as well as illustrated talks or motion pictures. It may or may not have formal seating facilities for the audience and the aspect of an amphitheater. The outdoor theater is not, for the primary purpose here defined, an item of National Park development except in the National Capital Parks and other parks where historical pageants, concerts, and the like may be apropos.

Overflow camping. The condition which occurs when (1) the designed or assigned capacity of a campground or camping area is exceeded, (2) individual, family or party usage is made of group camps, sites or spaces, or (3) other locations in the park not regularly used for camping are utilized for such purposes.

Overlook. A place provided with parking or standing space, safety barriers as needed, etc., for the use of visitors in viewing a park landscape. An overlook contemplates a view from an eminence, as on the brink of a canyon or valley where foreground terrain drops away sharply, and is most commonly in a roadside or trailside location. (See Vista point.)

Overuse. Any degree of use by visitors which results in: (1) damage, destruction or loss of primary resources of a park; (2) damage to replaceable resources in excess of the ability to recover within a reasonable time; or, (3) impairment of opportunity for appropriate visitor experience, as for instance, by overcrowding.

P. A. System. Public announcement (not public address) system, as used in Service audio-visual terminology. A system composed of one or more microphones, an amplifier, and one or more speakers installed in a building for the specific purpose of making announcements to visitors. See Sound system.

Park. The term favored, in preference to "area," for abbreviated or informal reference to any unit administered by the National Park Service which includes any lands and is generally considered or named as an entity.

Park booklet and Park folder. Informal terms common in field usage and oral communication when referring to a park informational booklet or folder.

Park entrance. The place where a park road used by visitors enters the park, or, often in common usage, the location of an entrance station whether exactly at the park boundary or not. A park entrance has distinction as a place of importance only when on a main access road. The place where an outlying road or trail enters a park is usually referred to simply as the park boundary.

Park headquarters. The location of the superintendent's office, usually accompanied by administrative and other facilities. The term "park headquarters" has been superseded by the term "visitor center" in parks where the superintendent's office is in, or combined with, a visitor center and no chance of confusion with other visitor centers in the park exists.

Park management groups. A grouping of the parks according to varying degrees of complexity of park operations, as an aid to over-all management; and to provide a greater degree of consistency, uniformity, and economy of operation. Park Management Groups A, B, C, D, and E have been established with each group representing a different level of complexity and comprising those parks of comparable operational complexity.

Park Practice. A cooperative program conducted jointly by the National Conference on State Parks and the National Park Service to provide a means for exchanging information among Federal, State, and local park and recreation people. Information is issued by the Conference under three categories:

1. DESIGN sheets showing drawings and photographs of park structures and facilities that have been constructed and proven successful.

2. GUIDELINE sheets presenting material in text form on a variety of subjects such as policy and planning, administration, protection, development, interpretation, maintenance, and concessions.

3. GRIST, an 8-page, illustrated, bi-monthly information letter aimed primarily at the field operating personnel and presenting proven labor-and money-saving devices, tricks-of-the-trade, operating methods and procedures, new material and equipment, and other appropriate information. Frequently an issue contains a 4 to 8 page supplement on some specific subject such as concrete, asphalt, wood preservatives, etc., prepared by trade associations specifically for this purpose.

Park project. (National Park Project, National Monument Project, etc.) An area in the process of becoming a unit of the National Park System; i.e., any area that has the approval of Congress or of the Executive authorized by Congress to take conclusive action looking toward its addition to the National Park System. The term implies problems of land acquisition or other conditions that must be met before action is concluded.

Park resources. The physical assets--natural and historical--contained in a park and considered in the sense of contributing to its value for use as a park rather than for other economic uses or exploitation.

Park road. For use in designating roads in the parks, the term "park road" is prescribed instead of the term "highway" which is to be eliminated entirely except in cases where, through easements or other arrangements, main State highways not under Service control pass through parks. Park roads may be of either high or low standard but this terminology provides a separation of purpose and implies that a park road is not the same as a highway.

Park use. All use related to the purpose for which a park was established, including visitor use and Service and concessioner activities. In other words, use as a park. Not included are special uses unrelated to the purpose and mission of a park, such as commercial livestock grazing, and use of rights-of-way crossing (not serving) the park. See also, Adverse use, Misuse, Appropriate use, and Non-conforming use.

Park values. The qualities of a park--scenic, inspirational, aesthetic, educational, and recreational--that contribute to the benefit and enjoyment of visitors.

Park visitor. One who enters a park for enjoyment of what the park offers, rather than on routine or recurring business missions. No fine line of distinction, applicable Service-wide, can be drawn here, since those passing through part of a park en route elsewhere may qualify as visitors by their enjoyment of the scenery and other park values and by their use of park facilities. See Visit, for statistical concept.

Park visits. A term preferred (rather than "visitation") to express the concept of the volume of public entry and use of the parks or of the number of people coming to the parks.

Parking area. A space with defined boundaries, designated and developed to some degree for parking of a considerable number of vehicles. A place providing parking for only one or two vehicles or for car and trailer is more properly termed a parking space, spur, turnout, or pull-through (as the case may be), than a parking area.

Parking overlook. An overlook provided with a parking area or parking space so located that the view may be seen from parked cars.

Parking spur. A short, well-defined, dead-end spur angling off a through road, and designed for parking of a single car, or perhaps car and trailer, as at individual sites in a developed campground or along a cabin area road. In present-day park development, parking spurs are being supplanted by the more convenient island or pull-through parking design.

Parking turnout. A widening or pull-through along a park road, designed as a stopping place or parking space for one or a few cars. It may not be separated from the main road by an island. A very small roadside parking area.

Pasturing. Keeping of domestic livestock on relatively small fenced tracts or grassplots. The pasture area is usually devoted indefinitely to established perennial use for this purpose. Agricultural use permits (as in historical parks) commonly include pasturage. In contrast, grazing of livestock, where permitted, occurs on grazing allotments of more or less open range land, generally in the west. It is important to distinguish between "pasturing" and "grazing" in reporting such uses and for other park management purposes.

Patrol cabin. An outlying cabin provided for shelter of park personnel patrolling or doing other work in back-country areas, and as a cache for equipment and supplies.

PCP. The Project Construction Program for a park. It includes a priority list, proposal forms for projects, and a list or development schedule showing the estimated additional projects and amounts needed to complete development. Project construction program procedures, including submission of proposals, priority lists and programs, are continued under the MISSION 66 Development Program which superseded the PCP.

PCP proposal. A documentation and brief description, on proposal Form 10-411, of a proposed construction project, giving essential data such as title of project, index number, proposed work, construction data, cost estimate, justification, and relation to other projects.

Permit. 1. Any authorization granted by the National Park Service for an operation or installation conducted or located on park lands, or for use of park lands or facilities when such use is not covered by another type of authorization such as a concession contract; a construction, service or supply contract; or a co-operative agreement. 2. A motor vehicle or housetrailer permit as issued at a park entrance. 3. See Revocable concession permit.

Permittee. Any holder of a permit from the National Park Service. See Permit. (The term "permittee" is seldom if ever applied to the holder of a motor vehicle or trailer permit, who is more aptly termed a "visitor.")

Personal. A communication so designated indicates information of a limited official nature intended for the personal attention of an official or employee of the Service.

Personal property. Movable property, equipment, supplies, furnishings, etc.--except Government records. (vs. "real property"--fixed.) The term may be used in reference to either Government property or private property.

Physical facilities. Those physical improvements which qualify as facilities; i.e., facilities which are real estate, as distinguished from equipment and other movable facilities.

Physical improvements. Structural and non-structural park improvements and fixed equipment which become a part of real estate. In appropriation and program terminology, physical improvements are placed in two classes: R&T--Roads and Trails, and B&U--Buildings and Utilities (all types of improvements other than roads, trails, and parking areas). In Service planning and development terminology, they are placed in four classes: Roads and Trails, Utilities, Buildings, and Miscellaneous (improved grounds, fences, exhibits, landscape projects, etc.).

Picnic area. An area designated as a place to picnic, whether developed and provided with tables, etc., or not. Large and formally developed areas for picnicking may be termed "picnic grounds." See Lunch area, a related term of somewhat different meaning.

Picnic ground. An area providing an appreciable number of picnic sites (at least more than one or two) for park visitors. Generally, a picnic ground is developed, having picnic tables, nearby parking area, refuse cans, drinking water, sanitary facilities, and often fireplaces. As a rule, to protect park-like aspect, cars are excluded from a picnic ground and it is devoted exclusively to picnicking, camping not permitted.

Picnic site. A place for a single party of visitors to picnic, as provided by one table-bench combination or table and fireplace. It may be one unit in a picnic area or picnic ground, or located by itself as in a single site wayside picnic area. Group or organization picnic sites may, of course, be equipped with several tables and often with more than one fireplace.

Picnicker. A park visitor who, other than when camping, eats a self-prepared meal or a lunch outdoors or in a shelter or facility provided by the Service for that purpose; or who eats such a meal in his car or in a public building because of the lack of picnic facilities. Incidental eating in cars, etc., does not qualify park visitors as picnickers.

Plan. 1. An outline or statement of the objectives to be attained by, and the means to be used in, accomplishment of a National Park Service project, operation, or endeavor. 2. A plan, as a graphic presentation, is a design for alteration of existing conditions to attain an indicated objective in development or arrangement. A graphic plan prepared for Service use is a type of drawing which requires approval because it shows proposals for additions or deletions to existing conditions. See Drawing and Map.

Policy. The framework of over-all philosophy or purpose within which a job is done.

Position description. A written statement of duties and responsibilities assigned to a position. This is one of the requirements for establishment or reclassification of a position.

Possessory interest. An equity in property which entitles the owner to have and use the property under specified conditions, and usually entitles him to reimbursement for his equity or the right to sell it, in case such possession and use are terminated. It is not full legal title. Concessioners have possessory interest in the improvements they construct in the parks, but legal title to these buildings, fixtures, and appurtenances is vested in the Government.

Preferential right. A prior right granted to a concessioner to operate all concession business in a park or all business of a given type, or to undertake new operations of like character in the same park. Granting of preferential right is a means of enabling essential but unprofitable operations to be subsidized in a limited way by profitable operations.

Preservation. Protection of the parks from damage, defacement, exploitation of their natural resources, or impairment of the natural or historic scene they present. Preservation is a more restrictive practice than conservation; the two terms should not be used synonymously. In a Service sense, if we preserve exclusive of public use, present or anticipated, we are not practicing park conservation. See Conservation.

Primary roads. Park roads which are intended for, and devoted primarily to, the use of park visitors; as distinguished from roads not for the use of visitors, which are termed secondary roads and include service, utility, and protection roads.

Primitive. Unaltered by civilization, as a park or part of a park where natural conditions remain unchanged. Also, lacking modern facilities, as in a primitive (undeveloped) camping area.

Primitive area. Any of a number of tracts within the National Forests, set aside for preservation in natural condition; no alteration or development, beyond measures for fire prevention, being permitted.

Priority list. A list of proposed park improvement projects arranged in order of urgency. A priority list is submitted annually by each park and consolidated lists are submitted by regions. These form the basis for fiscal year construction programs.

Program. An organized plan to carry out a service or accomplish an objective. See Operating program, Capital program, Development program, Fiscal year program, and Authorized program.

Program authorization. A written authorization, on a prescribed form, to carry out a program or project within a specified amount of funds. As a means of notifying superintendents and other officials of approval and availability of funds for their operating and construction programs or projects, the program authorization has superseded the allotment advice which, though still used, is retained in finance offices as an accounting and posting document.

Project. A job which can be completed, as distinguished from a continuing job or operation. Most commonly, a construction or improvement job which is somewhat of an entity, can be given a specific title and is suitable for documentation on a single PCP proposal. See Park project for another meaning.

Proposal forms. Project construction proposals, Form 10-411. The term "proposal forms" is often used in referring to the completed forms (also called PCP proposals or PCP's) as well as to the blank forms.

Proposed area. Any area for which the Director has indicated approval for probable Service recommendation as an addition to the National Park System. The term indicates that a conclusive investigation to determine the merits of the proposal should be, is being, or has been made by the Service.

Proprietary jurisdiction. The type of jurisdiction over a park which the United States may exercise by virtue of ownership alone, whether or not the State within which the park is located cedes or grants to the United States any type or form of jurisdiction. See NPS Law Enforcement Manual, Chapter 2, Sec. 2, for full definition. See also, Jurisdiction, Concurrent jurisdiction, and Exclusive jurisdiction.

Prospectus. 1. A concessions management term. An invitation which solicits offers from private parties or business concerns interested in providing facilities and services for park visitors under contractual arrangements with the Government, and describes the business opportunity presented. 2. The MISSION 66 Prospectus for each park--a document which presents opportunity for national investment in park improvement. 3. The Interpretive Prospectus for each park--a study leading to detailed planning and development of interpretive facilities and activities within the framework of the Master Plan.

Prospectus brief. A summary of the MISSION 66 Prospectus for a park. It is designed to serve as a ready source of public information concerning the plans for the park.

Protection. Park and visitor protection conducted as a National Park Service operating program under the Management and Protection appropriation. Though all divisions of the Service participate to varying degree in protection, it is a primary responsibility of the Park Ranger Organization.

PRS. This contraction, on a slip attached to a piece of correspondence, originally meant "Prepare Reply for Secretary" (of the Interior). Procedures have changed somewhat, and PRS now symbolizes a control system under which certain important correspondence is logged in upon receipt, referred to specific individuals for handling, and checks made to see that replies are back in the mailroom within a designated time.

PS&E (Plans, specifications, and estimates). The drawings, specifications, and estimates of amounts of various construction items, as prepared for a construction project. The PS&E papers, a compilation of the above, are required for the information of prospective contractors bidding on the job, and constitute the plans from which the project is constructed.

PS&S (Plans, surveys, and supervision). A term used to express the functions of engineering and architectural services required in connection with construction projects. PS&S is an important item considered in estimating project costs and in programming and allotting construction funds.

Public contact. A formerly used term referring to meeting of park visitors by Service personnel for information and interpretive purposes, etc. Because the term lacks implication of justifiable purpose, its use has been discontinued. See Information, Interpretation, and Visitor services.

Public relations. The state of mutual esteem, interest, cooperation, and friendship existing between the public and the Service. The most common Service usage limits the application of this term to relations with people, communities, and organizations outside the parks, since maintenance of good relations with park visitors, basic to the very purpose of the Service, requires no designation as a special activity.

Pull-through. A parking space which vehicles may pull through; i.e., enter and leave without backing or turning--one type is a short loop off a campground road to provide parking at a campsite for a car or car and trailer. Another is the diagonal connecting drive between two parallel roads as in a trailer village. See Island parking.

Ranger (Park Ranger). In the public concept, any Service employee who wears the National Park Service uniform. As a specific personnel term, a large group of Service positions primarily responsible for park and visitor protection and related activities.

Ranger station. The base of operations or headquarters of a park ranger, when stationed away from park headquarters and in charge of a district, sub-district, campground, or other area in a park. It usually consists of living quarters and other facilities required for the ranger's use in patrol and supervision of his area, fire control, etc., and may include an office and limited visitor-service and information facilities. A ranger's residence, without public service or official implication, is not considered a ranger station. From the visitors' viewpoint, anything from an entrance station kiosk to a large visitor center or park headquarters may qualify as a ranger station.

Real estate. Land, and structures of a permanent nature erected thereon; in general, all immovable things.

Real property. A right or interest in land or whatever is attached to that land in such a way that it cannot be readily removed.

Reconstruction. Building completely, again or anew, a park structure so far as possible in the same design and form in which it formerly existed. With regard to historic buildings, reconstruction involves the complete rebuilding of the whole structure or of an important element of it in order to re-create as far as possible the original form of the structure or feature missing or destroyed. See Restoration for distinctions in meaning from reconstruction.

Recreation. A broad term which may refer to enjoyment of park values or to sports and other activities having nothing to do with park values. Generally, in relation to the parks, the term "recreation" refers to enjoyment of park features and values, since unrelated recreational development and use result in encroachment, crowding, and diminution of park values, and thus are not valid National Park use.

Recreation area. One of the reservoir recreation areas administered by the National Park Service through cooperative agreement with the Bureau of Reclamation; or any area that may be administered by the Service for the purpose of providing general recreation opportunities, and is not governed by the strict preservation mandates applicable to units of the National Park System.

Recreation hall. See Community hall and Community building.

Recreation resources. Natural or cultural resources of value to outdoor recreation, as scenic, climatic, topographic, geologic, biologic, historic, or archeologic features. Also opportunities for outdoor recreation as provided by public or private agencies.

Recreation resource planning. The activity of the National Park Service Division of Recreation Resource Planning which includes the branches of National Park System Planning, Recreation Surveys, State Cooperation, and Park Practice.

Recreation surveys. Studies, appraisals, and inventories of recreation resources in a region or the Nation as a whole with a view to their utilization in the best way to meet recreational, cultural, and economic needs of the people both present and future.

Refuse. The term approved by the U. S. Public Health Service for non-liquid waste of both putrescible and non-putrescible types. Refuse includes both rubbish and garbage--all waste of the kinds usually disposed of by dumping or incineration.

Region. Any one of the five National Park Service Regions set up to facilitate and decentralize administration of the National Park System. The terms "region" and "regional" are also used informally to denote a regional office, its staff, or that level of administration in the Service; as in the expressions "regional approval," "region recommends," etc. The use of the term "region" in referring to a part or section of a park may be confusing and should be discontinued in favor of area, section, or district as applicable.

Regulations. National Park Service Regulations are rules made pursuant to authority and responsibility legally vested in the Secretary of the Interior to make rules and regulations for proper use and management of the parks. As such, they have the effect of laws. The Service also has administrative regulations, of which uniform regulations are a sample. See General regulations and Special regulations.

Rehabilitation. Extensive repair and maintenance work as may be required to bring an old or damaged park structure or facility back to its original condition of usefulness and good repair. The term came into common Service use following World War II in connection with the need for extra work and funds to repair park facilities dilapidated through neglect during the war. Cost and other limitations have been set up beyond which repair jobs are considered construction rather than rehabilitation, which is a maintenance function.

Research. National Park Service research deals with facts of natural and human history and consists of the careful search for and the collection, study, and organization of data concerning natural and social phenomena contributing to the work of the National Park Service.

Research area. An area set aside in a park and protected from encroachment because of its special value for scientific research.

Reservoir recreation area. A park or recreation area established on the shore of, or surrounding an artificial lake impounded by a reclamation, power, flood-control, or multi-purpose dam, usually one constructed by the Bureau of Reclamation or the Corps of Engineers. Lake Mead, Grand Coulee, and Shadow Mountain National Recreation Areas are examples of such areas administered by the National Park Service. Most of the other reservoir recreation areas are not of national significance and are administered by State and local agencies under terms of agreements or licenses issued by the Bureau or the Corps.

Resources. See Park resources and Recreation resources.

Restoration. Returning a site or area in a park as nearly as possible to the natural condition in which it was before some artificial alteration took place. Also, renewing or bringing back the elements of an existing historic scene, building, or object as nearly as possible to their original form during the period or event commemorated, as outlined in the Service restoration policy adopted May 19, 1937. Restoration is distinct from reconstruction--see definition of reconstruction.

Restrooms. Toilet and lavatory facilities provided in a public building primarily used for other purposes, such as a visitor center or museum.

Revocable concession permit. A limited type of concession contract which does not grant (1) preferential rights within a park (2) a possessory interest in real property in the park or (3) the right to conduct any operations through sub-concessioners. It is revocable in the discretion of the issuing officer.

River basin study (survey). A study and appraisal of the recreation resources of a river basin, made by the National Park Service, usually in cooperation with other agencies studying various economic resources and aspects of the river basin.

Road. See Park road, Major road, Minor road, Primary road, Secondary road, Truck trail, Motor trail, Service road.

Road regulations. These define the respective responsibilities of the Bureau of Public Roads and the Service in locating, designing and building major roads and parkways. The entire regulations under which the two agencies operate are reproduced in the Handbook on Park and Parkway Roads and Trails.

Roadside exhibit. A wayside exhibit by a road. See Wayside exhibit.

Roadside facilities. Roadside picnic areas, parking turnouts, overlooks, small roadside parks and rest stops, drinking fountains, sanitary conveniences, wayside concession facilities, etc.

Roadside parking area. A large parking turnout or one with more than a single parking lane. The term indicates a location other than at a developed area or a point of terminal destination.

Roadside picnic area. One or a few tables and possibly fireplaces, with parking space and other related facilities, located along a park road as a convenient lunch and rest stop for visitors.

R&T (Roads and trails). An appropriation, development, planning and operating program term which includes roads, trails, parking areas, walks, and appurtenances of the foregoing such as road and trail signs, barriers and bridges.

Rubbish. The U. S. Public Health Service approved term for nonputrescible, non-liquid waste of both combustible and noncombustible types; for example, papers, cans, boxes, wrappers, and trash. See Refuse, Garbage, Litter, Trash, and Waste, which are related terms.

Scenic and scientific parks. A type-class composed of parks established primarily for the outstanding quality of their scenery and natural phenomena and their significance in portraying various phases of natural history and natural science. This classification serves to distinguish the parks in question from those with primarily historical or archeological significance, and from recreation areas, though archeological parks are sometimes included in the scenic and scientific class because of their scientific implication. Such classification is of some value to travel-trend studies and in planning for appropriate use, interpretation, development, management, etc. For various purposes, the parks are often classified according to criteria other than the above.

Scenic Easment. A servitude devised to permit land to remain in private ownership for its normal agricultural or residential use and at the same time placing a control over the future use of the land to maintain its scenic value.

SCUBA (Self contained underwater breathing apparatus). Device used by skin divers for underwater swimming, often in park waters. Includes compressed air tanks and pressure equalizing valve. Also called aqualung.

Season. 1. The annually recurring period during which a park is open to visitors or during which the greatest visitor use takes place. A park's season is usually determined by climatic conditions, though other factors, such as school vacations, may affect it. 2. The term "season," in application to the parks, may also relate to various occurrences or activities; for example, construction season, winter-use season, fishing season, wildflower season.

Seasonal. Related to an annually recurring period of park use or activity.

Seasonal employee. An employee appointed for the park season or a part of the season to fill an annually recurring position or to do work of a seasonal and usually recurring nature. Not to be confused with a "temporary" employee, whose appointment is not determined by the season, but is based on a reason other than to accomplish annually recurring seasonal work.

Secondary roads. Those for administrative, utility and protection use rather than visitor use. Samples are residential and utility area roads and fire protection truck trails. See Primary roads, a related term.

Self-guiding. So prepared that park visitors may follow an indicated route and gain understanding of the features along the way through interpretive information provided by means other than by an accompanying guide or interpreter; i.e., guide themselves.

Self-guiding markers. Directional (arrow) markers, numbered stakes keyed to a text, plant-name signs, etc., placed on a self-guiding trail or route for directional and interpretive purposes.

Self-guiding trail. A park trail, trail loop, or section of a trail equipped with devices which, without the services of a guide or interpreter, present to the visitor a significant story of the area through which the trail passes, or interpret features along the way. The devices used may consist of a series of signs, exhibits, or markers combined with actual objects interpreted or replicas of them in some cases. A common method of interpretation used on self-guiding trails consists of placing, at points of interest along the way, numbered stakes keyed to sections in a leaflet which the visitor secures at the start of the trip. A park road may also be prepared for self-guiding interpretation. By addition of directional markers, a cross-country route, as on a battlefield site, may be made self-guiding.

Seminar. An advanced study group of selected members who study, on an individual or team basis, some aspect of a subject and report thereon to the group, the members of which then discuss and evaluate the findings.

Service. 1. Short for National Park Service, as, "the Service." 2. A Visitor service. 3. Indicates a facility which is for administrative or utility use rather than visitor use, as "service road," "service area."

Service road. A term used in posting and designating park roads which are for utility purposes rather than visitor use. Roads to employees' residential areas, storage yards, utility areas, etc., are samples of those posted as "service road" to avoid diversion of visitor travel to them.

Service trailers. One-and two-wheeled trailers, luggage trailers, collapsible trailers, etc., which are without utility facilities, used almost exclusively for carrying camping and recreation equipment and for sleeping, requiring the occupant to prepare and serve food outside. See Trailer coaches (house-trailers) for definition of other types of trailers used by park visitors.

Services. National Park Service activities of a personal nature which contribute to visitor welfare and enjoyment, as, informational, interpretive, and protective services--distinguished from facilities, which are material, non-personal things. See Visitor services.

Shelter. A roofed structure which has one or more open sides and is designed for shade or protection from inclement weather. Common park examples are picnic shelters and trailside shelters.

Shelter cabin. The term "shelter cabin" is not recommended since it has been used indiscriminately to designate trailside shelters for visitor use, patrol cabins for park use, snow survey cabins, etc., and does not clearly imply purpose or type of use for which the facility is available. See Trailside shelter and Patrol cabin.

Significance. The quality or combination of qualities for which a park is distinguished; what it represents, constituting the reason for its place in the National Park System. Park features and values may also be termed significant--of importance.

S&MC (Soil and moisture conservation). An appropriation term referring to a program directed toward prevention of soil erosion and conservation of ground cover (forest and other vegetation) to prevent rapid runoff and maintain soil moisture. In its application to the National Park System, it is carried on by the National Park Service with the cooperation of the Soil Conservation Service of the Department of Agriculture.

Sound system. An installation of components necessary for the reproduction and amplification of live or recorded sounds.

Speaker (loudspeaker). A device for producing sounds loud enough to be heard by groups rather than for individual listening. See Hand phone.

Sports. A term to be avoided in referring to park visitor use programs or activities, as, to many, it connotes inappropriate park use. The terms "winter activities" and "winter use" are preferable to "winter sports," "water recreation" to "water sports," and "recreational fishing" to "sport fishing."

Staff. 1. The employees assigned to a park, office, or to the Service in general. 2. Advisory and technical personnel in the capacity of assistants in their fields to a supervisory officer who heads an organization. Division heads and special or technical assistants in the Washington, regional, and park offices, serve as staff personnel to the Director, regional director, and superintendent, respectively. Staff positions, though often confused with supervisory line positions, are distinctly different in that, while staff positions exercise supervision over their immediate units at their own organizational level, they do not have direct supervisory control of any employees in units at lower level which are headed by officers in the established line of supervision,

Staffing. Providing personnel to carry on an operation, as "staffing a park," "proposed staffing."

State cooperation. Cooperation by the National Park Service with other Federal, State, and local agencies in planning for their park and recreation area programs with special emphasis on the State park systems. It includes (1) advisory and consultative service, (2) special surveys and studies, (3) investigations and reports relating to applications by State and local agencies for Federal surplus properties for park, recreation, and historical monument purposes, (4) reservoir planning and management, (5) disposition of recreation demonstration areas, and (6) the Park Practice program. This activity, which has the recognition and approval of Congress, is coordinated by our Branch of State Cooperation. It was originated by former Director Stephen T. Mather with a view to providing adequate public park and recreation opportunities without placing an undue load on the National Park System and with the thought of stimulating conservation and use of significant park and recreation resources of less than national significance.

State park. A term used specifically to denote such areas and generically to include all types of areas in the State park systems; i.e., State monuments, historic sites, beaches, recreation areas, parkways, etc.

Statement of significance. A brief expository statement explaining why a park is important to the American people. It was the first element of the development outline in the old master plan format. In the new master plan format, the term "mission" is used to express a similar concept.

Station. See Attended station, Entrance station, Information station, Observation station, Orientation station, Ranger station, Unattended station.

Statutory authorization. An authorization by Act of Congress approved by the President. Statutory provision--something included in law enacted by Congress.

Storage yard. An outdoor area where bulky materials, odds and ends, equipment, etc., of value to park maintenance, construction and operation, but of types not damaged by weather, are kept. A facility necessary to efficient operation of almost any park, but a thing to be kept well out of sight and in orderly condition.

Structures. A general term for such constructed improvements as bridges, monuments, barriers, shelters, underpasses, overpasses, wayside exhibit housings, masonry fireplaces, fountains, large sign bases or supports, and unusual or monumental type buildings--edifices. In a broad sense, the term may include practically anything built or erected, but in most usages excludes normal type buildings and improvements such as roads, trails, and utility lines which are not distinct units. Common usages are illustrated by the following expressions: "buildings and structures," "structures and facilities," "structural and non-structural improvements," "road structures" (bridges, culverts, retaining walls, etc.).

Student assistant. An employee who is a high school or college student taking courses related to the field in which employed and who is appointed under excepted authority to assist professional or technical employees. This appointment is not subject to civil service examination, and does not necessarily look to permanent employment or a career in the Service. See Student trainee.

Student trainee. A student in some professional or technical field applicable to Service work, who is employed in a position especially set up for on-the-job training with a view to providing qualifying experience for a career job in the Service. A student trainee is given a competitive appointment after successfully passing a civil service examination, is placed on leave to continue his academic training, and is expected to fill a permanent position following college graduation without further examination. The position anticipates accomplishment of National Park Service work as an important objective in connection with the training.

Study plot. An established or marked area on which an investigation is performed, usually to obtain certain information concerning the processes of nature or something affecting them.

Suggested area. Any area suggested as a possible addition to the National Park System. The term indicates that the merits of the suggestion have not been determined. A reconnaissance may or may not be made of the suggested area depending upon what facts concerning it may already be known to the Service.

Surplus property. Real and personal property that has been declared by a Federal agency as being excess to its needs, has been screened by the General Services Administration to determine whether it is desired by any other Federal agency, and then declared surplus to the needs of the Federal Government, by the GSA. Surplus real property may be acquired by State and local agencies for park and recreation purposes at 50 percent of fair value and for historic monument purposes without monetary consideration under provisions of the Surplus Property Law of 1944 as amended (see State cooperation, for Service responsibility).

Talk. The approved term to be used (instead of "lecture" or "speech") when referring to interpretive or any other talks given by park personnel. (A long and formal talk on a memorable occasion or before a large special gathering is properly referred to as an "address.")

Task force. A representative ad hoc group of persons who study a critical subject and make recommendations thereon. (Ad hoc--appointed to accomplish a specific task, not of a continuing nature. Ad Hoc committee--temporary. Standing committee--permanent.)

Theme (of a park). The topic or subject of significance and interest which a park portrays, or is intended to portray, and toward which interpretation and development of the park are directed. In master plans, this concept was formerly stated as the "theme of development," which was based on a "statement of significance." But since a theme implies a single predominant topic, and many parks have multiple themes, the revised master plan format employs the term "mission" instead, to express a similar but broader concept. See also, Historical theme.

Theme of development. The second element, following the "statement of significance," in the introduction to the master plan development outline of the old format. It consisted of a statement of how the park might be best developed for the benefit of the public, a general policy guide for future development and operations, and a statement of major objectives. See Theme and Mission.

Timber. Not a proper term for park forests. The word "timber" connotes forest or forest trees as a resource for lumbering and other types of wood utilization.

Tour. In reference to visitor activities in the parks, this concept is better expressed by the term "trip," as in conducted trip, cave trip, ruins trip, etc. However, concessioners frequently designate as "tours" the sightseeing trips they offer in the parks. The term "tour" remains in general use when referring to trips on which many and varied points of interest are visited and long distances covered as on educational tours, nationwide tours, bus tours, etc.

Tourist. A term not to be used in National Park Service communication, because it has come to have a somewhat derogatory or unflattering implication. It is replaced by the term "visitor" or "park visitor."

Traffic control. The sum total of regulatory and safety measures taken with respect to circulation of visitors and others within a park, particularly as to vehicular travel on park roads. It is a prime responsibility of the Protection Division, but also an important consideration in planning, development, management, maintenance, and other activities.

Traffic markings. Road centerlines and other striping and all devices painted or affixed by reflectors, etc., on curbs, wayside barriers, roadways, and trailways, for traffic-control purposes.

Traffic signs. Regulatory and warning signs for traffic control on park roads and less commonly on trails.

Trail. In budget, appropriation and operating program terminology, trails include all kinds of walks and paths and both foot and horse trails in the parks; but no vehicular ways, all of which are termed roads. (See Truck trail, which appears in certain Service usages but not in the above terminology.)

Trail campsite. A convenient term used by some parks, on informational-folder maps, etc., to designate places along park trails or back-country routes where camping by hikers or horseback parties is permitted. A public information term only, not used in a design and construction or a statistical sense, and not to be confused with the meaning of the term "campsite" when used alone. See Camping area.

Trail center (hub). A place from which a number of park trails radiate. The status of a site as a trail center has importance to visitor use and in planning, development, and operation because of its value as a place for camping and other visitor use developments, or for a patrol base, interpretive center, or saddle horse concession.

Trailer camp. A U.S. Forest Service term. A free campground exclusively for housetrailers, which is intended or at least adapted for long term (summer home type) use, and therefore is not an appropriate National Park facility.

Trailer coaches (housetrailers). 1. Travel trailer. A mobile housekeeping unit having living facilities additional to those required for sleeping, such as cooking and heating devices, sinks, and refrigeration, but no toilet or shower facilities. Depends upon community toilet and shower facilities in campgrounds or trailer villages. 2. Mobile home. A mobile housekeeping unit having living facilities additional to those required for sleeping, such as cooking and heating devices, sinks, and refrigeration, and including toilet and shower facilities. This is an independent unit which does not depend upon community toilet and shower facilities in campgrounds or trailer villages, if sewerage and water facilities are available. See Service trailers, for definition of other types of trailers used by park visitors.

Trailer court (rental trailer court). Synonymous with the approved term "trailer village," which should be used in future reference to these facilities.

Trailer site. An individual site in a trailer village, including a car-and-trailer parking space with utility connections. A campsite with parking space for both car-and-trailer, in a campground, may be referred to as a trailer campsite.

Trailer village. An area of organized layout for travel trailers and mobile homes, containing as minimum facilities roads, car-and-trailer parking spaces, walks, lights, individual connections to water, electricity and sewer, and community toilet facilities. Trailer villages may be provided for visitors or for Service or concession employees.

Trailside exhibit. A wayside exhibit by a trail. See Wayside exhibit.

Trailside shelter. A shelter provided beside a trail for shade, rest, protection from the weather where necessary for enjoyment of a view, or in back-country areas subject to summer rains or other inclement weather as an overnight camping facility for hikers. Usually a simple structure of rustic design with one or more sides open, or a rustic cabin. See Adirondack shelter.

Training. A continuing process, both on-the-job or in the classroom, which aids employees in their present or future work through the development of improved work habits, skills, knowledge, or attitudes.

Training manual. A means of providing the learner, the instructor, or both, with standardized "how to do it" materials. Essential features included are the necessary motivation, teaching aids, exercises, drill suggestions, evaluation devices, as well as complete subject matter of the directions and explanations.

Trash. A term employed to designate or label refuse containers supplied for the use of park visitors. The following are common usages: "Please place trash in cans." "Trash bags."

Trash bag. A National Park Service invention to reduce littering of the parks. It consists of a large paper bag upon which is printed the name, "Trash Bag," accompanied by a brief text requesting its use to prevent littering the park. Distribution is usually at park entrances to incoming visitors.

Travel. 1. Official trips by Service employees. 2. A term formerly used to indicate the volume of visitor entry and use of the parks, but now generally superseded by the term "public use," or where the context and the idea to be conveyed require, by park visits, visits, visitor use, number of visits (or visitors), and park use. However, the term "travel" is still used in the old sense in literary and public informational expression relating to recreational trips and activity, as in referring to stimulation of "travel" by the parks, etc.

Trip. Preferable to the term "tour" in referring to travel by visitors within a park, for example, loop trip, cave trip, conducted trip, self-guiding trip, (not tour).

Truck trail. An unimproved or graded secondary park road for Service use in protection of back-country areas. Usually a fire-control road.

Trust fund. A fund established to account for receipts which are held in trust for use in carrying out specific purposes and programs in accordance with agreement or statute. Specifically, the National Park Trust Fund set up under authority contained in the Appropriation Act of 1921 and the National Trust Fund Board Act of July 10, 1935, to administer donations made to the National Park Service for various purposes. Also the National Trust for Historic Preservation established by the Act approved October 26, 1949.

Unattended contact. A statistical unit of interpretive service consisting of interpretive information given a visitor by a museum, exhibit, or interpretive device unattended by a park employee.

Unattended station. An interpretive term which distinguishes a place or point of interest at which interpretation is provided only through devices, exhibits, etc., from a manned interpretive station. See Attended station, a related term.

Ungraded (position or employee). One whose compensation is fixed by wage board procedure in accordance with local prevailing rates, rather than by assignment to a grade in the classified (graded) service. Applicable to trades, crafts, and manual labor occupations.

Unimpaired. The meaning of this term applicable to units of the National Park System may be summarized as: Undiminished in park values for enjoyment by the people. See Sec. 1 of the Act of Congress approved August 25, 1916, establishing the National Park Service and defining its objectives and the purpose of the parks.

Unit of the National Park System. The approved term (rather than "Area of the National Park System") to be used when referring to a park in its relation to the National Park System. This term is not applicable to the reservoir recreation areas, to non-federally owned historic sites, nor to any other units administered on a cooperative or non-owned basis, as they are not parts of the National Park System.

Use. See Adverse use, Appropriate use, Visitor use, Park use.

Use area. Section of a park developed and managed to provide access, facilities, and services for public use, management, and administration, as distinguished from back-country or wilderness sections. This term may also refer to any place in a park, whether developed and managed or not, which receives appreciable human use.

Utilities. Public utilities, including electric power, communication, water supply, sewerage and refuse disposal services and facilities. The term "utilities" may refer to the utility services (water supply, sewage disposal, etc.), to the physical plants required to furnish them (as in construction programs), or to both.

Utility area. The site of Government or concessioner maintenance shops, storage buildings, and allied work area or yard.

Values. See Park values.

Visit. The entry of any person into a park such that his presence imposes on the park some work load or expenditure of Federal funds for his protection, information, recreation, comfort, or convenience or for protection and management of the park; except National Park Service and concessioner personnel or others working or transacting authorized business within the park.

Visitation. A term which has been employed to express the volume of park visits or public entry and use of the parks, but which falls short of being fully appropriate in this sense because of its better known religious meanings and its connotation of retribution, judgment, or calamity. The concept of park use in question is much better expressed by the simple term "park visits."

Visitor (or park visitor). The approved term, in preference to "tourist." See Park visitor for general definition, Visit for statistical definition.

Visitor center. An installation consisting of a building or a combination of buildings and facilities which serves as the main information, orientation, reception, and often visitor-service and interpretive center for visitors to a park or an important area of a large park. Most commonly the term "visitor center" is used in place of the terms "museum-administration building" or "public use building" and in place of "park headquarters" when it is combined with the superintendent's office.

Visitor day. A statistical unit of park use defined as the presence of a visitor within a park during any portion or all of a 24-hour period measured from midnight to midnight.

Visitor services. Those things done by the National Park Service and its concessioners and contractors, which contribute to the visitors' benefit and welfare, and to their appropriate use and enjoyment of the parks. Information, interpretation, orientation, public protection and safety measures, operation of public facilities, and the providing of food, lodging, and transportation are included.

Visitor services program. A budget item under the Park and Recreation Programs activity of the M&P Appropriation, providing for Interpretive Division activities and staffing at regional and Washington levels.

Visitor use. The presence and activities of visitors within a park.

Vista clearing. Removal or trimming of brush and other growth as necessary to maintain clear view at vista points, provide canopied views under large trees, preserve meadow vistas from encroachment of thickets, etc. A means to conserve and present the scenery of the National Parks unimpaired for the enjoyment of present and future generations.

Vista point. A place offering a scenic prospect of the landscape or of a park feature, as viewed through an opening in the forest along a park road or trail; down forest glades, lakes or meadows; up a scenic valley; across tree bordered lawns; along an avenue, etc. Vista points on park roads are customarily improved with parking turnouts for the safety of visitors and to enhance their enjoyment of the park scenery.

Visual aids. A training and interpretive term. Any visible devices like charts, pictures or diagrams, designed to illustrate or assist an oral presentation of a subject or idea; for example, projected slides used with a talk.

WAE (When actually employed). A condition of appointment, not a type of appointment. When included as a condition of any type of appointment the "WAE" clause places the employee in an "on call" status for work when and as needed, rather than on a regular, full time employment basis.

Wage board. A board established to determine and recommend to appropriate authorities specific wage rates in accordance with local prevailing practices for ungraded personnel. This is a staff organization and has no line authority. Wage boards are located only in the regional offices and in National Capital Parks. Wage committees may be established in parks to assist superintendents in conducting their wage administration program. Wage board procedure--the above method of fixing compensation. Wage board (or ungraded) employee--one whose compensation is thus determined.

Walk. 1. As a development term, an improved, usually surfaced pedestrian route in a developed area, or such a route of access to a building or facility. In budget and allotment account terminology the term "trails" includes walks, though otherwise the two are usually considered separately as in the common expression "trails and walks." 2. As an interpretive term, a conducted trip on foot for a group of park visitors--nature walk, etc.

Walk-in camping accommodations. A campground, camping area, or section of a campground or camping area from which vehicles are excluded. Parking space is provided outside the campground either nearby or at some distance by walk or trail. The purpose is to afford opportunity for camping amid somewhat natural or wilderness type conditions though not far from a point of vehicular access.

WASO. Washington office (of the Service). A contraction used for abbreviated reference to the Washington office.

Waste. A broad term referring to a useless byproduct of an operation or almost anything to be gotten rid of as having no further value. It includes refuse, rubbish, garbage, sewage, trash, etc.

Water right. The quantity of water from a given source which may be developed and used in compliance with governing laws, rules, regulations, and court decrees.

Water rights program. A National Park Service program aimed at acquiring or legally establishing rights to water adequate for all park needs throughout areas administered by the National Park Service.

Watershed. A geographic term referring to a stream-drainage area or an area from which surface water and streams all drain in the same general direction as on one slope of a ridge or highland. (Not to be confused with "rainshed," a water catchment structure.)

Wayside. A wayside rest area or other facility for travelers. It may be a roadside park, picnic area, restaurant or other day use facility located along a parkway, park road, turnpike, or highway. The term "wayside," unaccompanied by modifying or explanatory words, is in common use in the sense here defined, only in the Eastern and Southern States.

Wayside exhibit. A roofed or unroofed structure, housing or mounting exhibit cases or panels which present interpretive or other information with illustrations in any form--graphic, pictorial, or consisting of objects, or exhibits in place--accompanied by explanatory text or label copy as needed. The term infers location with respect to a route of park visitor circulation. Though interpretation is by far the most common purpose of wayside exhibits, they may relate to fire prevention, orientation, or other matters that concern park visitors.

Wilderness. Wild, undeveloped, and relatively unfrequented portions of a park--back country. Also used in reference to any area where processes of nature are left to develop unmanaged and undisturbed by man--wilderness conditions; i.e., natural conditions.

Wilderness area. A tract of National Forest land set aside by the Government to preserve natural conditions for scientific or recreational purposes. The National Parks and many National Monuments are essentially wilderness areas in that natural conditions are preserved so far as consistent with public use and enjoyment of them as National Parks, but no unit of the National Park System or part thereof is legally set up under the designation "wilderness area."

Wilderness campground. Not an approved term for any type of National Park campground, though in the past it has often been applied to undeveloped camping areas, particularly those in the back-country. See Camping area and Trail campsite.

Wilderness use. Visitor use of undeveloped, back-country areas. A type of park use and occupancy by visitors without benefit of any facilities or services other than possibly foot or horse trails for access. It implies living off the country in primitive fashion to some extent, at least as to firewood and forage for any pack or saddle stock, provides for no sanitary means of refuse and waste disposal and thus is a type of use impractical in large volume as it soon damages the natural environment and diminishes park values unless it is modified by some degree of control, facilities, and services.

Wildlife. In the broadest sense, all wild fauna of the parks. Fish are ordinarily considered separately. In a popular sense, the animals, birds, and other creatures that enhance or add interest to the park scene. The term "game," which implies wild birds and animals available for hunting, should not be used in reference to park wildlife.

Wildlife management. National Park Service wildlife management consists of only those measures necessary to maintain the natural elements of the biotic communities in the parks and to neutralize the effects of the activities of man upon them. Examples are: reduction of overpopulations that are causing unnatural alterations of the environment, reintroduction of native wildlife formerly destroyed or driven out, and special protection or propagation of species threatened with extinction or severly depleted through unnatural causes.

Wildlife reduction program. The act of adjusting animal populations to the carrying capacity of the habitat, to retain or regain normal natural conditions.

WO (Washington Office) memoranda. Designates a numbered series of general memoranda of concern to the Washington Office only.

WODC (Western Office of Design and Construction). The National Park Service office, located in San Francisco, which handles plans, surveys, and supervision of construction projects in the parks of the Western United States, including Alaska and Hawaii, excepting parks in the tier of States west of and bordering on the Mississippi River, which are assigned to EODC.

Work order. As used in the National Park Service construction program, a Work Order (Form 10-556) is an integral part of the accounting system. The Work Order, pursuant to a program authorization, initiates a project, states the plan of accomplishment--whether by day labor or contract--and serves as the basis for issuance of the allotment advice for the project. Many parks also use a local work-order system in their maintenance programs.

Ziggurat. A graphic figure representing the personnel grade structure of an organization by a stack of horizontal bars or rectangles. Each bar represents a grade and its length is in proportion to the number of employees in that grade. Ziggurats provide a striking and readily comprehended means of comparing the grade structure of various organizations. The name comes from the figure's usual resemblance to a Babylonian stepped pyramid, known as a Ziggurat.

COMMON CONTRACTIONS

A Supplement to the National Park Service Glossary

AUM - Animal Unit Month A grazing term

BLM - Bureau of Land Management

BPR - Bureau of Public Roads

BRC - Blister Rust Control

B&U - Buildings and Utilities

CG - Comptroller General (decision)

COB - Close of Business

CRO - Chief Ranger's Office

CSC - Civil Service Commission

DI - Department of the Interior

DO - Delegation (of authority) Order

EML - Eastern Museum Laboratory

EOD - Entrance on Duty

EODC - Eastern Office of Design and Construction

F&FC - Forestry and Fire Control

FFO - Field Finance Office

FO - Field Office

FPC - Forest Pest Control

FPO - Field Personnel Office

FY - Fiscal Year

GAO - General Accounting Office

GAE - General Administrative Expenses

GPO - (U.S.) Government Printing Office

GS - General Service

GSA - General Services Administration

HABS - Historic American Buildings Survey

JNEM - Jefferson National Expansion Memorial

MIC - Management Improvement Committee

M&P - Management and Protection

M&R - Maintenance and Rehabilitation

NBP - National Battlefield Park

NBS - National Battlefield Site

NC - National Cemetery

NCP - National Capital Parks

NHP - National Historical Park

NHS - National Historic Site

NM - National Monument

NMem. - National Memorial

NMemP - National Memorial Park

NMP - National Military Park

NP - National Park

NPky. - National Parkway

NPS - National Park Service

NRA - National Recreation Area

NSRA - National Seashore Recreation Area

PCP - Project Construction Program (or Programs)

PHS - Public Health Service

PRS - Prepare Reply (for) Secretary (of Interior)

PS&E - Plans Specifications and Estimates

PS&S - Plans Surveys and Supervision

RS - Ranger Station

R&T - Roads and Trails

SCUBA - Self Contained Under Water Breathing Apparatus

S&MC - Soil and Moisture Conservation

TAPER - Temporary Appointment Pending Establishment of a Register

VC - Visitor Center

WAE - When Actually Employed

WASO - Washington Office

WEPT - Western Exhibit Planning Team

WML - Western Museum Laboratory

WO - Washington Office (memorandum designation)

WOC - Without Compensation

WODC - Western Office of Design and Construction

WPBRC - White Pine Blister Rust Control (same as BRC)

For contractions (area prefixes) indicating each of the areas administered by the National Park Service, see Handbooks on the Preparation of Master Plans and Construction Drawings.

The form in which the above contractions appear complies with the general rule for "coined words and symbols." See GPO Style Manual for exact forms of abbreviations required in material submitted for printing.

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MUSEUM BRANCH
DIVISION OF INTERPRETATION
NATIONAL PARK SERVICE

PAM 434

NATIONAL PARK SERVICE

HANDBOOK

GLOSSARY OF TERMS

RELEASE NO. 1
January 31, 1960

The Glossary of Terms Handbook was prepared by the Washington Office for use throughout the National Park Service.

Its origin and purpose are explained adequately by the Foreword within the Handbook.

This Handbook is being distributed in accordance with the regular mailing list for Handbooks. If there is a need for additional copies of the Handbook, fill in the bottom portion of this transmittal letter, tear off and mail to the Washington Office.

Hillory A. Tolson
Assistant Director

Attachment

Interior - Duplicating Section - Washington, D. C.